



## DONATION REQUEST FORM

**Before submitting your application, please be sure that you have reviewed the *Guidelines for Applicants* to make certain that your application is in compliance with all guidelines.**

**Please note:** If required materials are not included, your application will not be considered for funding.

**Required materials:**

- Fully completed application form.
- Verification of Charitable Status, 501(c)(3) letter from IRS

**Optional:**

- Recommendation letters.
- Copies of your project or organization's promotional materials.
- Project/event proposal and organizational background. Maximum one additional page.

**Please mail or scan and email (preferred) your completed application packet including accompanying materials to:**

Attn: Charitable Giving Citizens Bank  
24 W. Main St  
Mooresville, IN 46158  
317.831.0110  
E-mail: [marketing@citizens-banking.com](mailto:marketing@citizens-banking.com)



## GUIDELINES FOR APPLICANTS

Citizens Bank aligns our giving with our team members' philanthropic passions; i.e., giving to an organization will have greater impact if one of our team members is on the Board of the organization, volunteers their time with the organization, etc. Citizens Bank primarily donates to organizations with a federal tax exempt status under Section 501(c)(3) of the Internal Revenue Code, qualifies as a publicly supported organization as described in Section 509(a) of the Code, or can present evidence that the applicant is a legally established unit of government.

*Citizens Bank funding priorities are focused on programs that provide a direct impact to our community.*

Citizens Bank provides donations in two main areas – Community Development and Employee Engagement.

**Community Development Funds** are awarded to nonprofit organizations that provide services to low- and moderate-income (LMI) individuals and communities across our territory. Citizens Bank's Community Redevelopment Act (CRA) Committee works together with those nonprofits to assist with community development projects. We provide expertise and resources to affordable housing projects, services targeted to LMI individuals, activities that revitalize or stabilize LMI geographies and activities that promote economic development.

**Employee Engagement Opportunities** give Citizens Bank employees the opportunity to enrich their employment experience through community involvement. Citizens Bank prefers that funding in this area be based on the recommendations of its employees, not that of Bank leadership. Employee Engagement Opportunities are evaluated based on the nonprofit's organizational background, community benefit and support, the strength of the nonprofit's leadership and financial stability, and the ability of the overall experience to enhance the perception of our employees toward both the Bank and its communities.

Unsolicited applications will be referred to the SVP of Retail & Marketing and/or the Bank President. Requests should be made at least 30 calendar days in advance of the need.

### **Citizens Bank does not typically fund:**

- Individuals;
- Projects that do not have a significant impact within communities Citizens Bank serves;
- Projects designed to influence legislation or elect candidates to public office;
- Projects of sectarian or religious organizations whose services are limited to members of any one religious group;
- Projects which clearly represent a duplication of effort;
- Day-to-day operating expenses for any public or private educational institution (this does not preclude requests for special events or needs from such institutions);
- Any project that in any manner implies restriction of services based on any protected class;
- Endowments;
- Indirect operating expenses, deficit reduction, or general administrative overhead expenses; additionally, unrelated salary expenses will not be considered;
- Sporting teams or leagues
- Construction costs for new buildings or remodeling proposals.

**Please do not include the above items as part of your funding request. If you have a question about specific items to be considered for funding, please contact us by phone or email.**

***Organizations can only be approved for and receive funding one time per year.***



## Donation Request Form

In order for Citizens Bank to provide a decision with your donation request, this form must be completed and signed by someone within the organization making the request. Incomplete forms will not be considered for donations or may be returned for completion. Approved donations will be mailed.

Date of Request: \_\_\_\_\_ Needed by (must be at least 30-days after the request date): \_\_\_\_\_

Name of Organization or Event: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Main Phone #: \_\_\_\_\_ Organization's Primary Contact Person: \_\_\_\_\_

Organization's web address (if any): \_\_\_\_\_

Does the organization currently have accounts at Citizens Bank? No  Yes, deposit account  Yes, loan

Name of person submitting the request: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Do you currently have accounts at Citizens Bank? No  Yes

Specific address where the requested funding would be used (street, city, state, zip): \_\_\_\_\_

For what purpose will the funds be used? \_\_\_\_\_

Are you requesting volunteers from Citizens Bank? If so, please indicate how many, time needed and for what purpose: \_\_\_\_\_

If requesting door prizes or goody bag items, please indicate how many items – or the dollar value of items – you are requesting.

(Approved items requests may be shipped; no PO boxes, please.) \_\_\_\_\_

### The following questions must be completed before the request will be considered.

1. What is the dollar amount of the request? \_\_\_\_\_

2. What percentage of this request will go directly to the cause or event? \_\_\_\_\_

3. If applicable, please check if the primary purpose of this request will benefit:

Affordable housing primarily benefiting low- or moderate-income individuals

Community services primarily benefiting low- or moderate-income individuals or geographic areas

Activities that revitalize or stabilize low- or moderate-income geographies by \_\_\_\_\_

A federally-declared disaster area by \_\_\_\_\_

Other (please state purpose): \_\_\_\_\_

4. What are the income guidelines used by your organization for low or moderate income? (This must be completed if any of the boxes above are checked.) This information will remain confidential and will only be used by Citizens Bank for documentation of Citizens Bank's efforts to meet Federal Regulatory requirements under the Community Reinvestment Act (CRA). \$ \_\_\_\_\_

5. What area does this donation benefit? Check all that apply.

Morgan County  Hendricks County  Johnson County  Other: \_\_\_\_\_





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***The Citizens Bank representative handling this request should complete the rest of the section.***

A. Geocode the specific address listed on page one that will benefit from this donation. Once geocoded, print that page, then click on the "demographics" button. Print out the demographics page and attach both to this form.

Organization's Name \_\_\_\_\_

B. Please provide and attach documentation obtained from the recipient of the donation that supports this donation earning CRA credit for Citizens Bank.

C. Citizens Bank officer submitting this form. You will be contacted if additional information or documentation is needed and will be responsible for informing the requestor of the decision made. \_\_\_\_\_

D. What are the benefits to the organization if this request is approved? \_\_\_\_\_  
\_\_\_\_\_

E. What are the benefits to the Bank if this request is approved? \_\_\_\_\_  
\_\_\_\_\_

F. What are the benefits to the community if this request is approved? \_\_\_\_\_  
\_\_\_\_\_

Date approved: \_\_\_\_\_ By: \_\_\_\_\_

Amount of Donation: \_\_\_\_\_ Term (one-time, payment 1 of 5, etc.) \_\_\_\_\_

Date of Payment: \_\_\_\_\_ Check #: \_\_\_\_\_

Payable to: \_\_\_\_\_

(Check will be mailed to the contact person & address on page 1)

If donation is items, please list: \_\_\_\_\_

Dollar value of donated items: \_\_\_\_\_

CRA Credit: Please check  Yes  No

***Explain why this request is or is not CRA eligible:***

Initials: \_\_\_\_\_

Date: \_\_\_\_\_