



City of Wainwright

Organization Donation Request Guidelines

The City of Wainwright recognizes the needs for our community. To ensure we are following the guidelines provided by the council, please make sure the forms are filled out to the best of your ability. You will receive a letter or phone call from the City Staff if your donation request has been approved or not. Please fill out your donation request in a timely manner. Due to the possibility of getting the council's approval, we ask you to fill out the form a month prior to your event.

Due to limited funds available, within the City all donation requests may not be approved.

Community Events- this category may cover any type of event or assistance needed listed below **Whaling Community, Eskimo Dance Groups, Churches, Volunteer Fire Department or any type of Community event you are hosting.**

Please provide documentation-

Provide list of fundraising efforts.

Provide list of donations received

Provide any denial letters if received

Provide of budget

School/Athletic Events- this category may cover for **Supplies, equipment, basketball camp, Little Dribblers, booster club, awards, or any type of school related activities.**

Please provide documentation-

Provide list of fundraising efforts.

Provide list of donations received

Provide any denial letters if received

Provide of budget

Religious Groups- this may cover any type of assistance needed for any religious group events or **supplies.**

Please provide documentation-

Provide list of fundraising efforts.

Provide list of donations received

Provide any denial letters if received

Provide of budget

How to Apply:

1. Complete the Donation request form
2. Attach supporting documents (acceptance or denial letter)
Examples: NSB, Olgoonik, Tribal, Coop
3. W-9 Form from requesting entity or organization
4. Letter describing the event hosting, amount requested, amount fundraised or received and how the donation will benefit the community.

The more information provided will be helpful for staff to determine the appropriate category.



City of Wainwright

Donation Request

Organization/Entity Information

Name of Organization: _____

Individual or Representative: _____ Tax ID #: _____

Organization's Address _____

City: _____ State _____ ZIP: _____

Phone: _____ Email: _____

Donation Request

Amount Request: _____ Date needed: _____

Community Event School/Athletic Event Religious Groups

Other _____

Reason for donation: (can also attach a donation letter if needed)

Due to getting City Council Approval we ask you to apply at least 1 month prior to your event.

Office use ONLY

Staff Received: _____

Council Approval: _____

Finance Review: _____

Approved Amount: _____

Funding Source: _____