

Template Only

Organization's Letterhead with Address

Project Gift Administration Application Cover Page

Application Date:

Name of Organization

Mailing Address:

Contact person(s) and phone numbers (day and evening) e-mail address

Project description scope - a one paragraph or point form outline clearly describing your project

Website if applicable:

Supporting documents attached:

- Documentation of status - must be a non profit organization or come under the umbrella of a non profit. (copy of the bylaws and directors and officers.)
- Scope of project
- Project budget (breakdown)
- Photos or renderings of project
- Time line for project
- Copy of most current GST return
- Deposit \$2,500

Name, designation, and signature of authorized officer