

## Fundraising Application

Please use this checklist to make sure that you have all necessary permits and the associated review. Please submit this application for approval at least 60 days prior to proposed event. Once Berkshire Taconic receives your application, Jill Gellert, Vice President of Finance and Administration, will call the contact person listed below in order to review the information.

1. Name of Fund: \_\_\_\_\_  
Purpose of fundraising effort: \_\_\_\_\_  
\_\_\_\_\_  
Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Date of event: \_\_\_\_\_
3. Location of event: \_\_\_\_\_
4. Contact person:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. City, State, Zip: \_\_\_\_\_
  - d. Phone: \_\_\_\_\_
  - e. Email: \_\_\_\_\_
5. Person who will collect contributions (if different from above):
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. City, State, Zip: \_\_\_\_\_
  - d. Phone: \_\_\_\_\_
  - e. Email: \_\_\_\_\_
6. Person who will authorize expenditures (if different from above):
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. City, State, Zip: \_\_\_\_\_
  - d. Phone: \_\_\_\_\_
  - e. Email: \_\_\_\_\_

Berkshire Taconic Community Foundation

800 North Main Street, PO Box 400, Sheffield, MA 01257-0400

T: 413.229.0370 F: 413.229.0329 info@berkshiretaconic.org www.berkshiretaconic.org

7. Summarize the budget below: *(Attach a detailed budget for the event)*

Amount expected to be raised: \$ \_\_\_\_\_

Anticipated total expenses: \$ \_\_\_\_\_

Net proceeds expected: \$ \_\_\_\_\_

If endowed fund:

% to endowment: \_\_\_\_\_

% to spendable: \_\_\_\_\_

8. Do any of the persons listed on the opposite page expect to gain monetarily from conducting the event? Do any of these individuals have connections to a business that will benefit from the proposed event? If so, please explain:

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9. Have any of the persons listed on the opposite page organized previous fundraising events? If yes, please give date, place and brief explanation:

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10. Are you planning any of the following in connection with your event:

- Raffle
- Breakfast/lunch/dinner
- Bingo game
- Bazaar
- Rummage /antique sale
- Fun run / Bicycle ride
- Auction

11. How will you promote your event? (Advertisements, direct mail, word-of-mouth...)

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