

DONATION REQUEST FORM

1020 Glass Art proudly supports as many organizations as possible. To ensure that our budget is fairly distributed, we prefer to assist numerous groups with smaller donations, rather than make large donations to fewer groups. In the same spirit, we are not always able to provide donations for annual events several years in a row.

1020 Glass Art accepts and reviews requests for donations according to the following guidelines:

- Organizations must have a 501(c) (3) non-profit status.
- Donations must be for fundraising purposes only, and must benefit the greater Central Texas Community.
- Requests must be submitted with a completed Donation Request Form AND a letter on the requesting organization's letterhead stating the purpose for the donation.
- Letters and completed Donation Request Forms must be received at least EIGHT WEEKS prior to the event.
- We will make only one donation per event or organization over a 12-month period.

Name of Organization: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Event Date: _____ Desired Pick-Up: _____

1. Is the organization a 501(c) (3) non-profit agency? YES NO

2. Organization Description:

3. Event Description: (Name, Time, # of People Attending)

4. Is this event a fundraiser? YES NO

5. Have you received donations from us before? YES NO

6. What is the deadline for receiving the donation? (Eight week minimum)

Please email Donation Request Form to sales@the1020.com along with a letter on your organization's letterhead stating the purpose of the event. Completion of this form does NOT guarantee a donation.