ISLAND MOUNTAIN
DEVELOPMENT GROUP
"CREATING A SELF-SUSTAINING ECONOMY FROM WITHIN"
Office: 406.673.3031 Fax: 406.673-3023 ~ PO Box 470 ~ 353 Old Hays Rd. ~ Hays, MT 59527

DONATIONS AND SPONSORSHIP APPLICATION

All requests must be submitted at least (30) Days in advance prior to the event and must be approved by the Board of Directors of Island Mountain Development Group. All donation requests will be presented to the Board in the regular monthly board meetings. IMDG's sponsorship program will be developed and managed in a way that reflects all of the objectives and criteria that have been identified in the Donations and Sponsorship Policy and Guidelines manual.

ORGANIZATION INFORMATION

Organization Name

Donation Category Type

☐ I-Individual ☐ II-Team/Group/Club ☐ III-School/Educational Institute ☐ IV-Community-Based Project/Event
☐ Other _____

Organization Mission

Physical Address

Number/Street: Apt/Unit:

City: State: Zip:

Mailing Address, if different from above (for Example, PO Box)

Contact Numbers

Main: ( ) Message/Cell: ( ) Other: ( )

Contact E-Mail

Contact Person and Title

Name: Title:

*Attach Cover Letter

EVENT OR PROJECT DETAILS

Event or Project Title

Please give a brief description of project or event

Event or Project Dates	Event or Project Location

EVENT OR PROJECT DETAILS (CONT'D)	
Expected participation/attendance	Age groups likely to attend
Who will attend this event?	

*Attach Supporting Documentation (For Example: Event Flyer, Registration Form, Costs)

DONATION AND SPONSORSHIP REQUEST	
What level of sponsorship (in dollars) or donation are you seeking?	
Please describe your fundraising efforts to date and any scheduled fundraising efforts	
How will IMDG be recognized for the donation/sponsorship?	
Has IMDG supported your organization in the past year?	If Yes, please state the date or estimate how long ago...
☐ Yes ☐ No	
In the event the request is approved, who is the check payable to?	

CERTIFICATION
I hereby certify that I have personally completed each page of this form and attached any supporting documents and/or supplemental pages. I certify that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if donation/sponsorship is awarded, may disqualify me and/ or the organization I represent from continued donations or sponsorships in the future.
Signature in Full: ►_____ Date:_____

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Donation & Sponsorship Application Checklist

- ☐ COVER LETTER
- ☐ SUPPORTING DOCUMENTATION (for ex: event flyer, registration form, costs)
- ☐ FINANCIAL BUDGET
- ☐ CATEGORY IV ONLY - COMMUNITY-BASED PROJECT EVENT MUST SUBMIT A PROPOSAL (description of the plan surrounding the event/activity)