

Donation Request Form

Instructions: Community National Bank recognizes a responsibility to support organizations which assist in the provision of credit services and related technical support in the communities we serve. Additionally, as a responsible corporate citizen, the bank will help support the activities of recognized Educational, Cultural and Community oriented non-profit and/or charitable organizations including community and economic development organizations.

Please complete all fields, attaching supporting documentation in the corresponding sections for documents pertaining to
 -Organization Documents should be attached in the Organization Details (when you click to Add a New Organization)
 -Event Documentation should be attached in the Donation Details

Please be sure you have given us instructions on advertising deliverables.

ORGANIZATION

*Organization Name

1) Clicking “+” will open a new window (shown on page 2 of this document). Please add the organization information in the new window. Once “submit” is clicked, you will be sent back to this page. Please complete the remainder of the form below and select “submit” again.



*Organization Contact

2) Details about how this specific donation will be used.

DETAILS

*Donation Title

*Date Needed By

*Description

\$ *Amount Requesting

Item Requesting

Number of Items

Event Start Date/Time

Event End Date/Time

Street

City

State

Zip

Tags

Select tags that apply to the request.

- Multi-year commitment
- Requires CNB logo, banner and/or other advertising materials.
- This organization has received support in the past.
- This organization is a 501(c)(3) non-profit organization.
- This specific request has been approved in a previous year.

Select All Select None



Attach documents specific to the request.

- Affordable Housing
- Community Service
- Economic Development
- Revitalization/Stabilization
- Underserved/Economically Disadvantaged
- Unknown/Other

Development Activities

Impact Areas

Impact Focus

Advertising Instructions

Attachments

Affordable housing

Civic & Community

Economic development

Education

IMPACT

Who will this donation impact?

Number of People Impacted by Donation

What percent are low/moderate income?

%

ADVERTISING

How will this donation be acknowledged?

Advertising Deadline

PAYMENT

Instructions

The organization that the check should be made payable to and where to send the check if different from the organization's physical address.

Required checkbox



A minimum of 30 days is required for consideration. I understand the bank will not consider monetary donations to support individuals.

I have included all instructions outlining what is required for advertising materials such as ads, banners, signage, logos and all other needed to fulfill the needs of the sponsorship.

CANCEL **SUBMIT**

This will be the second time you click “submit”.
 A thank you message will appear signaling the completion of the request.



When the “+” is selected next to “Organization Name”, the following window will appear. Please include information specific to the organization **ONLY**. Please use the physical address of the organization. If the mailing address is different, please type the address in the “payment instruction” on the next page of the donation details.

Once “submit” is selected, please complete the remainder of the form (shown on page 1 of this document).

The screenshot shows a 'Donation Request Form' on the left and a detailed 'Organization' window on the right. The 'Organization' window has a title bar 'Organization' with a close button 'X' and a minimize/maximize button. It contains a section for 'Instructions' with a list of items to attach, followed by a table with various input fields for organization details. At the bottom are 'CANCEL' and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted in blue.

Organization

Instructions: Please attach additional documentation about your organization in this section such as
- Concise (1-2 page) letter on letterhead describing mission and plan for funds
- Annual Reports
- Copy of 501(c)(3) nonprofit tax exemption letter from IRS
- List of Board of Directors and their affiliations

*Organization Name	Organization Relationship
Street	Mission Statement
City	Notes
State	Zip
Phone	Purpose
Web Address	Development Activities
Organization Type	Impact Areas
Does the organization bank with us?	Attachments

ORGANIZATION

*Organization Name

DETAILS

*Donation Title

*Date Needed By

*Description

CANCEL **SUBMIT**