

Thank you for using HVCU's online donation portal. The system requires an application to be completed in one visit, so below is a list of the information you'll need to provide. Please review and have the information ready and handy when you click to begin the online request. Thank you.

**Required fields include:**

- Full Organization name and contact information (address, email, phone, website, etc.)
- Organization's banking relationship with HVCU \*
- Organization's Tax ID/EIN
- Mission Statement
- Historical Involvement (has HVCU funded this program before)
- Other sources of funding received (e.g. from Community Foundations or other larger funders)
- County where the organization or event impacts people
- Type of donation
  - Sponsorship – event or program, often including advertising, tickets, etc.
  - Grant – funding for an on-going or one-time program specific to the organization's mission
  - In-Kind – items needed for raffle or giveaways at events
  - Volunteer – people needed to help at a program or event



*Depending on the type of donation request, you'll also be required to provide:*

- Full description of the request including dollar amount needed
- Date request is needed by \*\*
- Number of items or volunteers needed
- Event start/end date
- Payment instructions
- The impact the donation will have (number of people, area served, etc.)
- How the donation will be acknowledged, including advertising specifics like deadlines, instructions for formatting, etc.

The application allows you to upload PDF documents as attachments. These can include photos, information about the organization, or details on sponsorship levels available.

\*HVCU does not require organizations to hold business accounts

\*\*Remember that requests may take as long as 60 days for review