



## Donor Designated Program Application Form

**Date:**

**Name of Association:**

**Contact Name:**

**Email Address:**

**Phone #**

**Address (Street/City/Zip):**

**Describe how you intend to use the donated funds:**

**How much do you intend to raise through this program?    \$**

**Dates of Donation Campaign:**

Start Date:

End Date:

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Here are some specifics about the process:

- 1.) You are responsible for creating your own fundraising campaign to raise the funds you need for your project.
- 2.) All donation checks MUST be made payable to Neighborhood Alliance and clearly marked for your neighborhood project (ie...Summerfield Entry Project)
- 3.) When you are ready to begin your project, Neighborhood Alliance will give you 100% of the funds you have collected. You can leave your funds in the Neighborhood Alliance accounts for up to three years if necessary. You can also request part of the funds to do a small part of the project and leave the rest in the account until you are ready to spend it. Please give advanced notice of 3-5 business days before you will need your funds.
- 4.) You can have your donors mail their checks to Neighborhood Alliance or you can collect them and bring them to us. Once the checks clear the bank you are able to request your funds.
- 5.) You are welcome to call in (or email) weekly and ask for the account balance on your fund. Only the *Programs Assistant* will be able to assist you on this request as other employees do not have access to this information.
- 6.) We will mail a letter to all your donors that they can use for tax purposes. It may take up to 30 days before they receive this tax donation letter. However, you should also send a thank you to all your donors on behalf of the neighborhood.
- 7.) We will make copies of all the checks that come in for your fund and save them for you, so you can keep records.
- 8.) Remember, Neighborhood Alliance is now responsible to the IRS for the funds you collect and they will be part of our annual audit. Therefore, ALL funds you collect through this program must be spent on the approved project. No celebration party, neighborhood cookout, etc. with the left over funds!

***Please check off each item below indicating that you have read and understand it.***

- I have read and understand all the points on the previous page of this letter.***
- Neighborhood Alliance charges a small \$25.00 administrative fee as well as .50 per thank you letter for this program. We donate the bookkeeping, auditing, paper and staff time it takes for us to administer this program. You will be billed for these fees at the end of the project. The fees cannot come out of the funds you collected for use on the project. They must be paid by the Neighborhood from separate funding.
- To request funds, you will need to present Neighborhood Alliance with a copy of an invoice from a vendor. We will write the check payable to your Neighborhood Association only for the amount of an invoiced service or product. We cannot write it to a vendor or a neighborhood individual.
- There is a simple accounting form you must fill out that tracks the funds collected by the Donor Designated Program, and the expenditures. We will need check numbers and the name of the party to whom the checks were written. Total of all checks written by your neighborhood must equal *at least* the amount of money issued to you from your designated fund. The form to track these expenses will be sent to you upon approval of your program and is available on the Donor Designated page of our website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

We are so excited for your project!! We are here to help you with fundraising ideas, planning your project, obtaining your permits, getting appropriate bids, etc. Call on us for whatever you might need to make this a great project.

Sincerely,

\_\_\_\_\_  
Georgie Rasco,  
Executive Director

**We cannot begin accepting donations on your behalf until this form is completed, submitted to Neighborhood Alliance and signed by the Executive Director. We will return a signed copy to you when you have been approved.**

**Please complete this form and return to Neighborhood Alliance by mail at 1236 NW 36<sup>th</sup> Street, Oklahoma City, OK 73118; or by email at [Georgie@nacok.org](mailto:Georgie@nacok.org)**