



## Request for Donations Form

Please complete the following Request Form. Submit **ALL** documentation and information with your request to:

Projekt Bayern  
Attention: Projects Committee  
P.O. Box 411  
Leavenworth, WA 98826

Please allow at least **90 days (3 months)** for a reply to your request.

1. Name and day of event/ project \_\_\_\_\_
2. Name of organization/group/individual (s) \_\_\_\_\_
3. Contact person (s) \_\_\_\_\_
4. Contact address \_\_\_\_\_
5. Contact phone number (s) \_\_\_\_\_

### **Projekt Bayern Mission Statement:**

**The purpose of Projekt Bayern is to promote the Old World Bavarian Theme in the Leavenworth, WA area, endeavoring to improve, enhance and promote the authenticity of the Bavarian theme throughout the City of Leavenworth and its surrounding areas.**

6. How does your event/project support Projekt Bayern's Mission Statement?
  
7. Describe your event/project in detail.
  
8. What expenses do you expect to incur with your event/project? I.e. materials, supplies, personnel
  
9. What are your expectations of Projekt Bayern: monetary, time, workers, etc?

10. Do you expect to make a profit?

11. If yes, how will those funds be used?

12. Please provide a current year's financial statement and a summary for your organization/group/individual. (Please attach a copy of financial statement to this form)

13. If applicable, include all documentation of City Permits and any necessary insurance(s) policies that may apply to your request. (Please attach a copies to this form)

14. Name any other organizations/groups/individuals who are being asked or volunteer to support or contribute to the event/project.

15. In what form (i.e. cash, materials, and labor) will that support be given by names listed in question 14?

16. If your request is approved, would the people associated with your event be willing to contract for volunteer work time to assist with a future event sponsored by Projekt Bayern?  
\_\_\_\_\_yes \_\_\_\_\_no. Please have a responsible person from your group to sign to confirm your agreement.  
(Attach other paper if needed)

If your donation request is approved, Projekt Bayern reserves the right to use any photographs and/or stories of your project for marketing purposes which could include website/advertising or newsletter.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_