



CHARITABLE DONATION REQUEST FORM

The following information is required in order for Midwest Dream Car Collection to consider your request.

Organization: _____ Date: _____
Organization's Contact Person: _____ Title: _____
Mailing Address: _____ City: _____ State: _____
ZIP: _____ Phone Number: _____ Email Address _____

Please make sure your proposal includes the following information: • A description of your organization, including its mission • A copy of the letter from the IRS stating your organization's 501(c)(3) status, *(if applicable.)*

Contact person's relationship to the organization:

Employee _____ Volunteer _____ Paid Worker _____ Fund Raiser _____

What services are rendered by your organization?

How will this donation be used?

What kind of advertising/signage and recognition will Midwest Dream Car Collection receive, if any?

What type of contribution are you seeking? (check one) _____ Monetary \$ _____ (please be specific)

MDCC Promotional Item(s)? Desired Items: _____

By what date do you need the contribution? _____

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered. Does your organization do business with MDCC? _____

To whom should the check be made payable? _____

Signature of Organization's Officer: _____

Within 30 days following the event, please provide a letter or program showing how funds were used and the benefits were received.

Internal Use Only	Req. Number: _____	Date of Review: _____	Approved: _____
	Denied: _____	Conditions: _____	



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CHARITABLE DONATIONS POLICY

The Midwest Dream Car Collection is a museum committed to supporting causes that improve the quality of life for the residents of the Manhattan community and surrounding areas. The museum frequently makes donations of cash, goods, or services to local schools, civic groups, and church groups in the communities it serves. All parties requesting financial support from the museum must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available at the museum's front desk or request by email. All required documentation should be submitted to the museum following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization and its mission.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by a committee.
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in the Manhattan community and surrounding areas within a 60-mile range.
- Money donated will be spent in the Manhattan community.
- Money donated will benefit a significant group of people (as opposed to a single person).
- The Museum receives recognition for its donations.

The museum does not make charitable donations to for-profit organizations. For-profit organizations seeking sponsorship may submit requests which will be evaluated by the museum on a commercial basis for the advertising and marketing benefit such sponsorships would provide to the museum. In order to accommodate contribution requests, the museum may choose to donate promotional items that could be used by the requesting party.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail, or email: Midwest Dream Car Collection, 3007 Anderson Ave, Manhattan, KS. 66503
Phone: (785)236-5501 Email: info@mdccks.org Website: www.MIDWESTDREAMCARCOLLECTION.ORG

Please direct questions regarding Midwest Dream Car Collection Charitable Donations policy to info@mdccks.org or call (785) 236-5501.