



# McCarthy & Cox Cares

A Fund to Enhance Our Community

## Donation Request Application Guidelines

Giving back to our community comes naturally. While we know we will never be able to fully fund the needs of our community, it is our sincere intention to do our part and to make a difference where we can. We strive to support local organizations which focus on enhancing the quality of life in our community. However, due to budgetary constraints we can only approve a limited number of the many donation request applications received. Please help us serve you and our community better by submitting your applications according to the following required guidelines:

1. **Complete the attached McCarthy & Cox Cares Donation Request Application.**
2. **Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.**
3. **Submit the application at least 6-8 weeks prior to the date the donation is needed.**
4. **Follow-up with an impact statement, testimonial, news clipping and/or thank you note which may be used in our marketing efforts. All become property of McCarthy & Cox Cares.**
5. **Return only one (1) copy of the application to the McCarthy & Cox main office by mail, fax, or email to:**  
Cassandra MacDonald, Cares Liaison | CMacDonald@McCarthyandCox.com  
McCarthy & Cox Cares | 127 W 5th St. | Marysville, OH 43040 | 937-644-0351 | FAX 937-644-0356

Please remember, applications which do not meet all five above requirements will automatically be declined. Due to the enormous response to Donations requests, we cannot respond to phone calls or emails regarding the status of your application. If we can help, we will reach out to your organization up to three weeks prior to your event.

## Frequently Asked Questions

### Which organizations are eligible to receive donations?

**McCarthy & Cox Cares** accepts donation request applications from local non-profit organizations with 501(c)3 status. The event, fundraiser or program must serve the local community. **McCarthy & Cox Cares** cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program. Past support does not guarantee future support.

### What is acceptable documentation of my organization's non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including nonprofit status, of every donation request application processed must be kept on record for seven years.

### How will I know if my donation request application has been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice at least 2-3 weeks prior to your event, fundraiser or program date. Due to the number of requests received, we request you correspond with us about your application status via email whenever possible.



# McCarthy & Cox Cares

A Fund to Enhance Our Community

## McCarthy & Cox Cares Donation Request Application

Complete this application after carefully reading the guidelines on reverse; please print.

**Incomplete applications will not be processed.**

Name of Organization \_\_\_\_\_

Non-Profit Federal Identification Number \_\_\_\_ - \_\_\_\_\_

**(Copy of 501(c)3 letter must be attached)**

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Phone (day) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_

History & Mission of Organization \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Type of Donation Being Requested:

Raffle Item     Gift Card     Financial Support     Other \_\_\_\_\_

Further description of request (Specific products/items you are requesting) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Day & Time of event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Location: \_\_\_\_\_

Please use the space provided below (or attach a short letter) describing how the donation will be used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How are you publicizing your event? What exposure will McCarthy & Cox Cares receive? How will the contribution of McCarthy & Cox Cares be recognized? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Application prepared and submitted by:

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_