

**PORT OF ARLINGTON**  
**DONATION REQUEST FORM**

The Port of Arlington (the “Port”) will accept donation requests from and consider contributing towards organizations and/or causes that align with the Port’s mission which is to support economic development and job growth in Gilliam County by attracting, retaining, and expanding businesses and industries.

**PROCESS**

- All monetary donation requests must be made at least 5 weeks before donation is needed.
- Please fill out the below form, attach requested documents, and submit your request to the Port of Arlington, Attn: Port Executive Director by mail at PO Box 279, Arlington, OR 97812-0279, or by email to [info@portofarlington.com](mailto:info@portofarlington.com). If you send your request by email, please include “Donation Request” in the subject line of your email message.
- Please allow up to 5 weeks for a response.

**APPLICATION**

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

What Type of Support Are You Seeking? \_\_\_\_\_

If your request is a monetary donation, what is the total in dollars? \$ \_\_\_\_\_

Date Donation is Needed: \_\_\_\_\_

Describe your organization's mission, vision and/or purpose. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how your organization will use this donation. Examples may include funds for programs, events, equipment and/or supplies, etc. \_\_\_\_\_

\_\_\_\_\_

How many individuals will be served through this donation? \_\_\_\_\_

How will this donation provide an impact on the community? Describe how you will measure the success of this project/program. \_\_\_\_\_

\_\_\_\_\_

Have you sought major contributions from other organizations? If so, please specify if the request is: pending, planned, and dollar amount. \_\_\_\_\_

\_\_\_\_\_

If your funding request is for an event, please fill out the following:

Name of Event or Activity: \_\_\_\_\_

Date(s) of Event or Activity: \_\_\_\_\_

Event or Activity Location: \_\_\_\_\_

Event or Activity Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

How is the event/activity being promoted? \_\_\_\_\_

How does your donation request align with the Port's mission? \_\_\_\_\_

\_\_\_\_\_