

# Donation Request Form

Our philosophy at Terra Bella is to support our community by creating a space to share knowledge, talent and new ideas. We believe in giving generously to groups we are passionate about and believe in. Groups that we can develop a long-term relationship with that will benefit the businesses of the community as well as the non-profit organizations.



Mail or fax this form along with Statement of Purpose on Organization's letterhead to:

Terra Bella, Inc. ATTN: Donation Request, 601 E. Dimond #6, Anchorage, AK 99515

Fax: 907-562-2258

No phone calls, please.

*Completion of this form DOES NOT guarantee Terra Bella, Inc. will fulfill the request.*

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

City: State: ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Donation your organization is seeking: \_\_\_\_\_

Date of pick up \_\_\_\_\_ *(If donation is granted, we may request you to pick up the donation.)*

E-mail: \_\_\_\_\_

1. This Organization is (please circle one):  
EDUCATIONAL    ARTS/CULTURE    ENVIRONMENTAL    OTHER \_\_\_\_\_

2. Is this organization a 501(c)(3) non-profit agency?    YES    NO

3. Description: \_\_\_\_\_

4. Event Description: (Name, Date, Time, # of people to attend, and purpose)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is this event a fundraiser?    YES    NO

Who do the proceeds benefit? \_\_\_\_\_

6. Have you received a donation from us before?    YES    NO    Date \_\_\_\_\_

7. Deadline for receiving the donation item (Eight-week minimum): \_\_\_\_\_

We will review the donation request form & contract quarterly for selection.  
If your non-profit misses the deadline you may submit for the following 3-month period.

|            |            |   |
|------------|------------|---|
| Submit by: | January 30 | for the April, May, June period.            |
| Submit by: | April 30   | for the July, August, September period.     |
| Submit by: | July 30    | for the October, November, December period. |
| Submit by: | October 30 | for the January, February, March period.    |



# Donation Contract

In order to help us expedite the donation and contract procedure, please complete this form in its entirety. In addition, this form must be accompanied by a descriptive letter written on the official letterhead of the organization.

## CONTRACT:

I \_\_\_\_\_ (organization requesting donation) agree to hold two scheduled meetings or other scheduled events approved by Terra Bella, Inc. within two months of donation solicited from Terra Bella. An event can consist of a fundraiser, board meeting, educational event, or other event(s) as approved by Terra Bella, Inc.

Type of event

\_\_\_\_\_

1a. Date of event \_\_\_\_\_

Time of event \_\_\_\_\_

1b. Attendance anticipated \_\_\_\_\_

Type of Advertising for event

\_\_\_\_\_

\_\_\_\_\_

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

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

Terra Bella Representative: \_\_\_\_\_

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