



## Contribution Request Form

**Date:** \_\_\_\_\_

*Please submit requests 30 days in advance.*

Organization: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Contact Person: _____
E-mail: _____
Phone Number: _____ Fax Number: _____

Amount Requested from Viafield: \_\_\_\_\_

Name or Title of Program: \_\_\_\_\_

### Program Objectives

What are the objectives of the program?

Program description:

Intended use of contribution:



Name of persons and/or locations to benefit from this contribution:

Please give a brief history of your organization:

Describe your fundraising methods:

History (if any) of past Viafield assistance:

Names of other contributing organizations and/or endorsee:

Will this request be annual? Yes  No

Please attach a copy of your organization's 501(c)(3) letter (if applicable) from the IRS, along with a copy of the most recent audited annual financial report and mail to:

Viafield  
Contribution Requests  
1001 Blunt Pkwy  
Charles City, IA 50616