



Huntington Woods Men's Club
External Funding Request Questions/Talking Points

Please address the following in making a funding request:

Contact and Background Information:

A.) Name of requesting group: _____

B.) Point of contact making request:

Name: _____ Title: _____
(role or official position at legal entity below)

Address: _____

Phone: _____

Email: _____

C.) Your Organization's Legal Information:

a. Tax ID#: _____

b. Legal Entity Name: _____
(i.e. Name used to file last federal tax return – e.g. "Berkley School District", "City of Huntington Woods", etc.)

c. Legal Entity mailing address: _____
(i.e. Legal entity's state-registered office address – checks will be mailed here unless noted and explained otherwise)

(**If the legal entity will not be the one to receive funds or be the owner of the requested items then provide explanation**)

D.) Amount being requested: Up to \$ _____

E.) Name of project/program and brief description of how funds will be used: _____

All funding requests must fall within our organizational charter to be considered. In making a funding request, please keep in mind that the HWMC is not chartered to undertake a multiyear request for funds. Please ensure that funding requests are forwarded to HWMC External Vice President (huntingtonwoodsmensclub@gmail.com) on or before the first day of the month. Not all funding requests will be considered during the month submitted. Rev. 8/28/2020

Additional Questions (may be answered on a separate sheet):

- 1.) How many and what percentage of your program's participants are from Huntington Woods? If your request is not for a club/organization, how does your request benefit Huntington Woods?
- 2.) Provide a detailed breakdown of the item/event costs (attach quotes/estimates from vendors or additional pages as necessary – HWMC may request additional third party documents such as competitive bids).
- 3.) Explain the steps you took to ensure that the cost is competitive and why a less expensive but similar product/service was not chosen (e.g. multiple bids/quotes for the same or similar product/service were compared).
- 4.) What is the expected life span of the items you plan to purchase with the funds or details relating how the funds would be used to benefit a specific event for your organization?
- 5.) What is the timeframe/deadline for funding or committing to your purchase/event?
- 6.) Provide some details about your annual operating budget and expenses. Please explain why your organization needs these funds and cannot provide the items/events yourselves.
- 7.) If the Men's Club does not fund your project request in full, how will you make up the funding shortfall? Is there a secondary request/amount that would still be helpful?
- 8.) How will your organization acknowledge a contribution from the HWMC?
- 9.) Who can address the HWMC board or general membership to field questions regarding this request? Please provide complete contact information.
- 10.) HWMC grants funds on a cost reimbursement basis. Your organization should plan to cover costs up front either directly or through a manager or member. If this is not possible please describe why.

Assertion:

I understand that, unless otherwise stated, HWMC grants funds up to a maximum amount and any unsupported or unused portion of any grant will be forfeit 12 months after approval. HWMC may request confirmation that services were performed (e.g. copy of vendor invoice) before issuing any funds and that HWMC, at its discretion, may elect to pay vendors directly. I also understand that representatives of my organization cannot be reimbursed directly by HWMC for expenses related to or as a part of this request. I affirm that the information above is accurate AND that:

1. I represent the legal entity and am authorized to accept the terms of this request on its behalf and am in a position to ensure that the requested funds will be used as described, OR I have attached a letter from a representative of the legal entity asserting the same
2. Unless explained, neither I nor anyone in my organization has a personal relationship with any of the vendors and no one in my organization has received anything of value from a vendor supplying this request

At the completion of any approved funding request, I will ensure a donor acknowledgment letter is forwarded to HWMC on my legal entity's letterhead.

Signed: _____ Date: _____

Name: _____

The Huntington Woods Men's Club (HWMC) is a 501(c)(4) organization chartered in 1975 to promote civic consciousness and leadership, and to provide enhancement to the community and its citizens, through the organized efforts of men, women and youths providing: civic service, constructive projects, financial support and community building events.
Contributions or gifts to HWMC are not tax deductible as charitable contributions