

## BATTERY PARK CITY AUTHORITY

### Request for Charitable Donation Application Form

Date of application\_\_\_\_\_

Legal name of organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone number\_\_\_\_\_

Website\_\_\_\_\_

Type of organization \_\_\_\_\_

Name and contact information of the President or Executive Director\_\_\_\_\_

FEIN or 501(c)(3) number\_\_\_\_\_

Name and title of the contact person\_\_\_\_\_

Telephone number and email address of the contact person\_\_\_\_\_

Donation amount requested and how this figure was determined?\_\_\_\_\_

Are you a previous recipient of a BPCA donation?\_\_\_\_\_When? \_\_\_\_\_

#### In addition to the above application, please provide the following additional information:

##### 1. Organization Information

- Summarize the organization's history.
- State the organization's mission and goals.
- How does the organization's mission and goals align with those of BPCA?
- Outline the organization's current programs and activities. Is there any participation fee imposed?
- State the primary locations/venues where programs and activities take place.
- State the hours open to the public, if applicable.
- Highlight any organizational accomplishments.

##### 2. Purpose of Donation

- Describe the proposed use of the donation.
- What are the geographic area and target community served by the organization?
- How will the donation contribute to and/or impact the Battery Park City community?
- In what way will the donation contribute to and/or impact the Battery Park City community?
- Provide a timetable for use of the donation.

##### 3. Attendance/Service

- Describe staff, both paid and voluntary.
- How does the organization inform the public about access for individuals with disabilities?

- Provide actual attendance/service figures for all programs and activities that took place in Fiscal Year (“FY”) 2013, FY 2012 and FY 2011.
4. Promotion of Donation
    - How will this donation be promoted in the target community within Battery Park City?
    - Will BPCA be named specifically during the promotions?
    - How can BPCA stay informed about the use of the donation?
  5. Conflict of Interest
    - Has the organization or any of the organization’s members, directors, or employees been disciplined or censured by any regulatory body within the last five years? If so, please describe the relevant facts.
    - Within the last five years, has the organization, or a member, director, or employee of the organization, been involved in litigation or other legal proceedings relating to the provision of the activities for which a donation is requested? If so, please provide an explanation of such litigation or other legal proceeding and the current status or disposition of the matter.
    - Are there any potential conflict of interest issues in doing business with BPCA and/or the Battery Park City Parks Conservancy (“BPCPC”)?
    - List any professional or personal relationships the organization may have with members, directors or employees of BPCA and/or BPCPC.
  6. Attachments
    - Copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
    - Completed W-9 Form.
    - List of Officers and Board of Directors, including affiliations, tenures, and terms.
    - Copy of the full operational budget.
    - Annual Report, if available.
    - List of any other governmental entities with which the organization has done, or is continuing to do, business.
    - List of other donating organizations and/or potential donors and amounts committed or requested.

**ALL APPLICATIONS MUST (A) BE MADE IN WRITING ON OFFICIAL ORGANIZATION STATIONERY, (B) BE CONCISE AND (C) CONTAIN THE INFORMATION REQUESTED HEREIN.**

**MAIL ALL APPLICATIONS TO THE ATTENTION OF THE BATTERY PARK CITY AUTHORITY CHARITABLE CONTRIBUTIONS COMMITTEE, BATTERY PARK CITY AUTHORITY, 200 LIBERTY STREET, 24<sup>TH</sup> FLOOR, NEW YORK, NEW YORK 10281.**