



# DONATION REQUEST FORM

## Donation Request Form

Zia Credit Union is proud to be a strong community supporter in the counties it represents. If you are seeking a charitable donation from Zia Credit Union, please complete this request form. *Completion of this form does not ensure funding will be granted.* Please allow 4 weeks for a response.

### Donations must:

- Benefit a charitable cause
- Be made to an organization that qualifies as non-profit/tax exempt under Section 501c(3) of the Internal Revenue Code
- Benefit a significant segment of the community or communities within the four counties Zia serves — Los Alamos, Rio Arriba, Santa Fe and/or Taos
- Be limited to one donation per organization per calendar year
- Promote a positive and family-oriented image in the community
- Create a positive image of Zia Credit Union

### Donations cannot:

- Be made to individuals, political candidates, religious organizations or individual teams
- Support travel or capital improvements

### About the Organization:

1. Organization Name: \_\_\_\_\_
2. Event or Project Name: \_\_\_\_\_
3. Date of event (if applicable): \_\_\_\_\_
4. Date by which funding is needed (allow 4 weeks): \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Email: \_\_\_\_\_
7. Telephone #: \_\_\_\_\_ Contact person: \_\_\_\_\_
8. Is someone from this organization a member of Zia Credit Union?  
 Yes  No If so, who? \_\_\_\_\_

### About the Request:

1. What amount are you requesting? \_\_\_\_\_
2. How will the funds be used? Please attach a flyer or brochure if applicable.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many people will be impacted and how will they be impacted?

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4. What is the primary category? (select one)  Athletics  Community  Education  Youth  
 Other \_\_\_\_\_

What county(ies) do you serve? (select all that apply)

Los Alamos  Rio Arriba  Santa Fe  Taos  Other \_\_\_\_\_

5. How do you plan to promote Zia Credit Union's donation?

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6. Has this organization received funding from Zia Credit Union in the last 12 months? Yes No

7. Please make check payable to: \_\_\_\_\_

Return this form to Zia Credit Union (attention Marketing Department) at [marketing@ziacu.org](mailto:marketing@ziacu.org) or **PO Box 490, Los Alamos, NM 87544**. You must also include a W-9 form for your organization with your application.