



NEW FAIRFIELD Community Foundation

FUNDRAISING APPLICATION

Please complete this application to make sure that you have all necessary permits and approvals. Please submit this application for approval at least 60 days prior to proposed event.

Once the New Fairfield Community Foundation (NFCF) receives your application, someone will call the contact person listed below in order to review the information.

Name of Fund: _____

Purpose of fundraising effort: _____

Description of event: _____

Date of event: _____

Location of event: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Person who will collect contributions (if different from above)

Name: _____

Address: _____

Phone: _____

Email: _____

Person who will authorize expenditures (if different from above)

Name: _____

Address: _____

Phone: _____

Email: _____

Please Send Completed Form To:

New Fairfield Community Foundation

1 BRUSH HILL ROAD, SUITE 307

NEW FAIRFIELD, CT 06812-2667

P: (203) 746.9833 | F: (203) 312.8245

E: info@newfairfieldfoundation.org

W: www.newfairfieldfoundation.org

Attach a detailed budget for the event. Summarize the budget below:

Amount expected to be raised: _____

Anticipated total expenses: _____

Net proceeds expected: _____

Do any of the persons listed on the previous page expect to gain monetarily from conducting the event? Do any of these individuals have connections to a business that will benefit from the proposed event? If so, please explain: _____

Did any of the persons listed on the previous page, organize previous fundraising events? If yes, please give date, place and brief explanation _____

Are you planning any of the following in connection with your event?

- _____ Raffle
- _____ Breakfast/Lunch/Dinner
- _____ Bingo Game
- _____ Bazaar
- _____ Rummage/antique sale
- _____ Fun Run/Bicycle ride
- _____ Auction

How will you promote your event? (Advertisements, direct mailing, word-of-mouth:

Please Send Completed Form To:

New Fairfield Community Foundation

1 BRUSH HILL ROAD, SUITE 307
NEW FAIRFIELD, CT 06812-2667
P: (203) 746.9833 | F: (203) 312.8245
E: info@newfairfieldfoundation.org
W: www.newfairfieldfoundation.org

FUNDRAISING CHECKLIST

Please use this checklist to make sure that you have supplied all necessary permits and approvals for your fundraising event.

- _____ Ticket price (for raffle, meal, etc)
- _____ Proof of insurance covering NFCF
- _____ Town permits for gaming activities
- _____ Sales tax permits for the selling of goods
- _____ One-day liquor license
- _____ Municipal approval for fun run or bicycle ride
- _____ Listing of fair market value for auction or raffle items
- _____ Solicitation materials for review by communications director prior to publication
- _____ Advertisements
- _____ Newspaper articles
- _____ End of event final report
- _____ Cert 119- for catering or food payment (60 days in advance of event)

Please Send Completed Form To:

New Fairfield Community Foundation

1 BRUSH HILL ROAD, SUITE 307

NEW FAIRFIELD, CT 06812-2667

P: (203) 746.9833 | F: (203) 312.8245

E: info@newfairfieldfoundation.org

W: www.newfairfieldfoundation.org