

# TEMPLATE SUBMISSION FORM

**CHECK ONE:**

- Fund-Raising (includes cash, and donations of goods or services)
- Grant Applications and Foundation Requests

**Sector:**

**Person Submitting:**

**Activity Planned:**

**Fundraising Goal Amount:**

**How will the funds be used (include a line item budget):**

Description of project/use of funds:

Line Items (Add additional sheets as necessary):

ITEM	USE	COST
HHQ Administrative Fee	10% of funds received	

**TOTAL:**

**FOR GRANT/FOUNDATION APPLICATIONS ONLY:**

**Name of Grant or Foundation:**

**Submission Deadline:**

**Timeline for Implementation:**

**Reporting Requirements:**

\*\* **Tax Exemption** for the donor is not available for individuals contributing services as a donation. Donations of items/tangible goods require the donor to establish the value and receive a receipt from TNT.

\*\***Denial of Request:** Additional fundraising activities will be denied if a sector has outstanding past due receipts or reports due.

Approved 4/4/18