**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.