



Donation Request Review
Internal use ONLY: this box completed by the Board

Request Form Received: _____

Initial Review of Submissions: _____

JAK SML

Final & Full Review: _____

JAK SML WAS SW

Submitted to Board: _____

APPROVED: DENIED: _____

John C. Kulis Charitable Foundation Donation Request Form

Instructions

The Board and/or Officers of the John C. Kulis Charitable Foundation meets periodically to review completed Donation Request Forms seeking \$10,000 or less in charitable funding. In order to be considered, ***this Donation Request Form must be completed in its entirety and submitted with ALL checklist items.*** Donation Request Forms are reviewed quarterly and, if approved, your Organization may receive a donation award within 90 days of its submission.

You may submit additional materials to supplement your Donation Request Form, however *additional/ supplemental materials will not be accepted or reviewed in lieu of a fully-completed Donation Request Form.* If your answer to any questions on the Donation Request Form requires more room than is available, please attach a sheet of paper as a continuation and reference the Section and Subsection (e.g. "II, D") for your continued answer.

Checklist & Additional Information/Documents

<input type="checkbox"/>	Fully-completed Kulis Foundation Donation Request Form (Form DRF Ver. 2016-12)
<input type="checkbox"/>	Certified/signed Release of Information & Agreement (page 7 of 7)
<input type="checkbox"/>	A copy of the Organization's IRS § 501(c)(3) determination letter or evidence of an affiliation with a § 501(c)(3) organization. * * Organizations within a church, which is directly affiliated with a hierarchal church, are not required to submit a determination letter or evidence of the affiliation.
<input type="checkbox"/>	A one (1) page budget, identifying projected expenses and income of the Proposed Project/Program detailed in Section III.
<input type="checkbox"/>	A letter on the Organization's letterhead signed by the Parish Priest, Parish Council President, or the Organization's President and a financial officer must accompany this Donation Request.

I. Organization's Contact & Summary Information

A. Organization's Information

Organization's Name	
Organization's Street Address	
Organization's City, State ZIP	
Organization's Phone No.:	
Organization's Fax No.:	
Organization's webpage:	
Date Organization granted 501(c)(3) status from IRS:	
FEIN #:	
Organization's Chief Executive Officer Name & Title (e.g. CEO or equivalent):	

B. Information for Organization's Contact Person

Contact's Name:	
Contact's Title	
Contact's Office No.:	
Contact's Cell No.:	
Contact's Fax No.:	
Contact's Email Address:	

C. Summary Request

General Purpose of Donation Request:		
Total Cost of Project/Program (in US\$):	\$	Percent Funded by Kulis
Amount Sought (in US\$) from the Kulis Foundation:	\$	%
Date needed / year(s) sought:		

II. Organization's Mission, Structure & Support

A. Organization's Mission Statement

Copy the Organization's full Mission Statement here.

B. Furtherance of Mission Statement

How does the Organization further its Mission?

C. Affiliation with the Orthodox Church

Is the Organization a part of the Greek Orthodox Church of America, the American Carpatho-Russian Orthodox Church, the Ukrainian Orthodox Church of America, or an agency of the Assembly of Bishops? Does your Organization provide services or programs to these or other Orthodox Jurisdictions? Please specify.

D. Support of the Greek Community

Does the Organization advance, support or protect the interests of the Greek community in the United States or in Greece? If so, please specify.

E. Additional Information about the Organization

List any history, achievements, hardships, need(s), or other information to provide perspective as to the Organization, its background and how the Organization furthers its Mission.

III. Proposed Project / Program

Details of the Project / Program

Please provide details of the Project(s)/Program(s) for which the Organization will use the Kulis Foundation's Charitable Donation, including:

- A description of the program/project;
- A statement of need and how the program/project addresses that need;
- Goals and objectives of the program/project;
- A timeline for the program/project
- A financial budget for the program/project;
- How the Organization will analyze, measure or otherwise determine the effectiveness of the program/project;
- Staff qualifications, certifications, and skills of those individuals who will become involved with the program/project, and an explanation of the organization's capacity to implement and sustain the program/project; and
- Attach any relevant documents or items, including letters of support, research, organizational collateral, annual reports, audits, etc.

Details of the Project / Program (continued)

[Empty text area for project details]

IV. Release of Information & Agreement

Please certify by signing below:

The Undersigned, a duly-authorized agent of the applicant Organization listed herein, authorize the Kulis Foundation to release Donation Request Form information, including copies of the submitted form and any accompanying attachments ("Donation Request") the Kulis Foundation's Board or Officers and its Donation Request Committee or any agent(s) thereof (collectively the "Kulis Foundation").

I agree that the Kulis Foundation may verify any and all information included in the Donation Request, which may include pertinent personal and financial information. The Kulis Foundation is authorized to contact any individuals listed herein to confirm or discuss the information disclosed in this Donation Request.

I hereby certify that the information provided in this Donation Request is true, accurate and complete, and that I either authored, or reviewed and fully approved the submission of information authored by other individuals authorized to do so on behalf of the Organization. I understand that if any information herein is found to be inaccurate or incomplete, the Kulis Foundation will deny our Organization's request. I further understand that submission of a fully-completed Donation Request does not guarantee the Kulis Foundation will award a donation, which may only be done in the absolute discretion of the Kulis Foundation.

If awarded a Kulis Foundation Charitable Donation, I authorize the Kulis Foundation to publicize the Organization as a recipient. I understand the Kulis Foundation will not release the Organization's financial information to the general public.

If a donation is awarded, the Organization agrees to use the funds only for the purposes for which the donation was made and acknowledges the Kulis Foundation's authority to withhold or recover donation funds if an investigation reveals the funds have been misused. In addition, I understand and agree that at the Kulis Foundation's written request, I will provide a written report describing the status of the program/project for which the donation was awarded and will provide an accounting of how the funds were used thus far, as well as plans for use of the remainder of funds.

By: _____
Signed, on behalf of the Organization

By: _____
Printed, on behalf of the Organization

Title with the Organization

Date