



## Donation and Sponsorship Requests

Kirkwood Bank & Trust is proud to be a locally owned, independent community bank. We are committed to investing in the communities we serve. Donations and sponsorships are one way we help meet the charitable needs of our communities. In addition, we encourage our employees to volunteer their individual time and talents toward the betterment of our communities.

### Guidelines

For consideration, applications must be received at least 30 days prior to the event. Applications are reviewed by the Donation/Sponsorship Committee for Kirkwood Bank & Trust. Donations are not automatically renewed or assumed. Our principal focus is to support **local**, non-profit 501(c) (3) tax exempt organizations assisting our communities. While we would like to support as many causes as possible, inevitably there are times when we do have to decline a request.

### How to Apply

1. Complete the Donation and Sponsorship Request form.
2. Email To: [bank@kirkwoodbank.com](mailto:bank@kirkwoodbank.com)  
Or Mail To:  
Kirkwood Bank & Trust  
Attn: Donation Committee  
PO Box 6089  
Bismarck, ND 58506
3. Please allow us three weeks to review your request.

<b>Individual/Organization Name:</b>		
<b>Is organization a 501(c)(3) charitable organization:</b> <input type="checkbox"/> Yes Tax ID number: _____ <input type="checkbox"/> No		
<b>Contact Person:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone Number:</b>	<b>Email Address:</b>	
<b>Organization Website:</b>		

<b>Name of Event:</b>	<b>Date of Event:</b>
<b>Purpose of Event:</b>	
<b>Support Requested</b> <input type="checkbox"/> Donation Date Donation Needed: _____ <input type="checkbox"/> Sponsorship	
<b>Dollar Amount:</b>	<b>Check made payable to:</b>
<b>In-Kind Donation:</b>	
<b>Other (ad, logo, etc.):</b>	
<b>Are you or your organization a customer at Kirkwood Bank &amp; Trust?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name(s):	

\*not required for consideration

**Request forms and supporting documents may be emailed or mailed to:**

[bank@kirkwoodbank.com](mailto:bank@kirkwoodbank.com)

**Kirkwood Bank & Trust**

**Attn: Donation Committee**

**PO Box 6089**

**Bismarck ND 58506**

Please allow us three weeks to evaluate your request. Thank you.

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**Bank Use Only**

<b>Date Request received by bank:</b>	<b>By whom:</b>
<b>Reviewed by and date:</b>	
<b>Amount or donation approved:</b>	<b>Item Value:</b>