



INTERNATIONAL ORDER OF THE BLUE GAVEL HUMANITARIAN FOUNDATION

Application Outline for Humanitarian Local Area Project

The International Order of the Blue Gavel Humanitarian Foundation can sanction a Local Area Project so that charitable contributions may be tax deductible under the aegis of the Foundation's 501-c-3 IRS charity designation.

The information in this application will provide the basis for the consideration and qualification of a Local Area Project.

A Local Area Project must meet all of the guideline requirements of the IRS 501-c-3 regulations and compliance will be reviewed by the Foundation before endorsement is granted.

Please use this application outline and attach or send any supporting information, which you feel, will assist in presenting the merits of your project. Send the completed application to:

IOBG Humanitarian Foundation, Inc.
258 Heron Drive
Pittsburg, CA 94565-1907

- I. **General Information**
 - A. **Name of Organization**
Mailing address
E-mail address
IOBG Chapter and District affiliation if applicable

 - B. **Year Organization established**
Number of members
Number of volunteer and paid staff

 - C. **Official representative authorized to conduct business for your organization**
Name and Title
Address
Daytime phone number
Fax number
E-mail address

 - D. **List names and titles of organization's principals, officers and/or directors**

E. Contact for Local Area Project leader if different than C. above.

F. Describe your organization's activities including community and public outreach.

II. Project Description

- A. Objectives
- B. Humanitarian Benefits
- C. Educational Benefits
- D. Benefactors
- E. Project location(s)

III. Fund Raising Plan and Costs

- A. Minimum, Maximum and Optimum funding required
- B. How are funds to be raised
- C. What costs will be incurred in fund raising

IV. Planned use of Funds

- A. How will funds be utilized
- B. What is the anticipated flow of funds over time

V. Budget and reporting Plan

- A. What is the budget for the project – categories and timing
- C. How will fund raising and disbursements be reported?

VI. Liability Issues and Insurance Coverage

- A. What liabilities are anticipated in conjunction with this project
- B. What insurance coverage is applicable to this project