

THE BETHESDA FOUNDATION INC.

GIFT REQUESTS

All gift requests of the Bethesda Foundation will need to be supported by the following information that will be provided by the potential gift recipient. All gift requests must be submitted to the Bethesda Foundation by September 1st in order to be considered for funding.

A DESCRIPTION OF THE REQUEST

1. What is the purpose of the request?
2. Is this a new program, piece of equipment or is it a replacement for something that already exists?
3. Who will be served?

WHAT ARE THE BENEFITS OF THIS REQUEST?

1. Who will benefit from this request?
2. Describe the benefit.

STATISTICS

1. What are the existing workload statistics e.g. visits, client, tests, etc.?
2. What are the projected workload statistics?

COSTS

Equipment

1. Total equipment costs.
2. Estimated life of equipment and estimated year of replacement.

Operating

1. Total salaries and benefits.
2. Annual supplies costs.
3. Other costs.

Capital

1. Is construction needed, if so what are the costs of construction?
2. Who will be funding the construction costs?

Training & education

1. What are the costs of any education or training related to this requests.

Other funding

1. If there are other funding partners for this project, what is their financial commitment to your project?
2. Are their other funding sources for this request or will the Bethesda Foundation be the sole sponsor.

PRIORITY

1. Please identify whether this request is a high, medium or low priority for your organization.
2. If there are other requests please prioritize the requests numerically with the number one (#1.) being the highest priority.

Please add any additional information that you believe will assist the Board in better understanding your request and making an informed decision.

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