



Donation Request Form

Opportunity Bank

OF MONTANA

Please use this form for **new donations less than \$1000**. All other requests should use the Opportunity Bank grant application form and attach supporting documents and budgets.

Date:

Name of Organization:

Contact Person:

Mailing Address:

Tax ID #:

Contact Phone #:

Contact Email Address:

Dollar Amount Requested:

Deadline for Donation:

Name of Event (if applicable):

For what purpose will the money be used?

How will Opportunity Bank be recognized? Examples include logo on advertising (please specify the types of advertising), thank you letter or ad in the newspaper, logo on clothing or event programs, mentions in radio or TV interviews, allowed to hang banner, allowed to hand out promotional items, listed on your event banner, mentioned at awards banquet, etc. Please be detailed and list all ways that you agree to recognize Opportunity Bank. **List Here:**

Please note that Opportunity Bank has higher expectations for recognition for event sponsorship than it does philanthropic donations to 501(c) (3) organizations.

If you need an Opportunity Bank logo or an ad, please provide a contact phone number and/or email address for the person handling graphic design and publication. The Marketing Coordinator will call to find out the specific file type, layout, and use. He/she will also provide Opportunity Bank's corporate logo use guidelines. **List your design person's contact info here:**

Internal use only:

Branch?

Person accepting request?

Date submitted for approval?