



FOUNDATION *Gainey* FOUNDATION

# COMMUNITY EVENTS GUIDELINES

If you wish to organize a fundraising event to benefit the Gainey Foundation, please fill out this form and return it to us at least 8 weeks prior to the projected date of the event.

## 1. GENERAL INFORMATION

Date of the fundraising event: \_\_\_\_\_ Location: \_\_\_\_\_

Contact person: \_\_\_\_\_

Name of the organization (if applicable): \_\_\_\_\_

Type of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note: If you are under the age of 18, the project must be approved by a responsible adult (parent, teacher or coach).**

Name of the person responsible: \_\_\_\_\_

## 2. DESCRIPTION OF THE FUNDRAISING EVENT

Please provide a short description of the event and how the funds will be raised (i.e. random draw, auction, benefit dinner etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 3. BUDGET

Revenues		Expenses	
Ticket sales	\$	Equipment rental	\$
Items for sale	\$	Promotion / advertising	\$
Sponsorship(s)	\$	Food / beverages	\$
Auctions (silent or live)	\$	Others	\$
Donation(s)	\$		\$
Others			
<b>Total revenues</b>	<b>\$</b>	<b>Total expenses</b>	<b>\$</b>

**Projected net revenue:** \_\_\_\_\_

4. Who will you be targeting for this fundraising event (individuals, organizations, general public)?

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5. Will the Gainey Foundation be the only charitable organization benefiting from this fundraising undertaking? If this is not the case, please provide the names of the other beneficiaries.

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6. What type of support are you seeking from the Gainey Foundation for this fundraising event?

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7. Do you expect local media coverage of the event?

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8. Does this fundraising event require a license or permit?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach any pertinent information or documents (invitations, advertising, others) to this fundraising request form.

9. Permission to use the logo?

Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE RETURN THE COMPLETED FORM FOR APPROVAL PURPOSES TO:**

**GAINEY FOUNDATION**  
**1260 De La Gauchetière Street West**  
**Montreal (Quebec) H3B 5E8**  
**E-mail: [info@gaineyfoundation.com](mailto:info@gaineyfoundation.com)**

**Foundation use only:**

Form received on: \_\_\_\_\_

Approved on: \_\_\_\_\_