
DONATION & SPONSORSHIP REQUEST FORM

If you are requesting a donation or sponsorship, please complete the following application for consideration. Requests should be made as early on as possible, and no later than 60 days prior for proper review of the request.

Today's date: _____

Contact name: _____

Title: _____

Email: _____ Phone number: _____

Organization name: _____

501(C)(3), tax ID # (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Company mission/purpose:

Description of services provide and communities served:

Event /program information:

Date of event or program activity: _____

List of all secured or pending contributions and amounts:

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Requested amount: \$ _____

How will the funds be used? _____

How will the event / program be promoted? _____

How will Highcraft Builders be acknowledged? _____

Beyond a financial contribution, how can Highcraft Builders help the organization achieve long-term goals?

Has Highcraft Builders donated to you in the past? _____

Who referred you to Highcraft Builders? _____

Please include any additional information available for our review. Packet must include available levels of contributions and their benefits. Any information submitted without this completed form will not be accepted for review.

Please email or mail your request to:

info@highcraft.net

HighCraft Builders

429 S. Howes Street

Fort Collins, CO 80521

We take pride in supporting our local community and promote and/or sponsor many events throughout the year. Although we'd like to sponsor all worthy events, we unfortunately cannot participate in every opportunity, but we thank you for thinking of HighCraft Builders. No matter what our determination, we will strive to respond to requests within 2-4 weeks.