

# The Home Builders Charitable Foundation

## *Standard Request for Assistance Form*

Revised 6/1/09

Name of Person/Entity (Requestor) To Whom Support Is To Be Provided:

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Please check one:  Public Entity  Private Entity

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Person Filling Out This Form: \_\_\_\_\_  
Print Name Signature

(Person's Title/Relationship to Entity Above)

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HBA Sponsor (Individual/Business) \_\_\_\_\_ / \_\_\_\_\_  
*(Supporting Letter from Sponsor Must Accompany Request)*

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Date This Form Officially Received and Placed on File By HBCF Staff:  
Date: \_\_\_\_\_ By (staff person's name) \_\_\_\_\_

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Have you previously received funding from HBCF?  If so, please indicate amount provided and date.

Amount Provided: _____	Date: _____	Amount Provided: _____	Date: _____
Amount Provided: _____	Date: _____	Amount Provided: _____	Date: _____
Amount Provided: _____	Date: _____	Amount Provided: _____	Date: _____
Amount Provided: _____	Date: _____	Amount Provided: _____	Date: _____

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State Concisely What is Requested: *(Please note that bids must be included for all work to be performed in order for request to be considered. Please indicate on bid whether or not that contractor is an HBA member. Note that funding approval is NOT contingent upon membership in the HBA, but is just one of many criteria used in making a decision. A list of members that can bid on the type of work you are looking for can be provided.)*

Yes, I am providing a bid from an HBA member.  No, I do not have a bid from an HBA member.

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

When Does a Decision Need to be Made/Why?

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

Does requestor understand that HBCF will seek media publicity if HBCF support is given?

\_\_\_\_ Yes      \_\_\_\_ No

Does requestor understand that requestor will be expected to provide an update to HBCF on the anniversary date of the HBCF contribution as to how the HBCF contribution was used?

\_\_\_\_ Yes      \_\_\_\_ No

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**HBCF Mission Statement**

*“The Home Builders Charitable Foundation is a non-profit organization dedicated to providing assistance in housing to people or organizations with special shelter needs to further the building industry objective of bettering the community.”*

**HBCF Policy on Publicity**

It shall be the policy of HBCF to obtain approval from a requestor, prior to a final HBCF decision being made, the right for HBCF to publicize in whatever public media that HBCF so desires, the decision made by HBCF. It also shall be HBCF’s right to keep an approved request from public media attention.

**HBCF Follow-Up Reports by Recipients**

It shall be the policy of HBCF that recipients of HBCF resources must be willing to provide an update to HBCF at the one-year anniversary date of the HBCF contribution if requested by HBCF, as to how the HBCF resources have been used by the recipient.

Describe how request is consistent with the HBCF mission statement:

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