

The Home Builders Charitable Foundation

Standard Request for Assistance Form

Revised 12/9/13

Name of Person/Entity (Requestor) To Whom Support Is To Be Provided: **(Please Note: Organization representative and sponsor must attend the HBCF board meeting to present this request.)**

Address: _____ Phone: _____ Fax: _____

E-Mail Address: _____

Please check one: Public Entity Private Entity

Person Filling Out This Form: _____
Print Name Signature

(Person's Title/Relationship to Entity Above)

HBA Sponsor (Individual/Business) _____ / _____
(Sponsor must be an HBA member, be a contributor to HBCF, provide a letter of support to accompany this request, attend the meeting with organization to present the request and provide follow up to HBCF on completion of project.) Please make sure your sponsor is aware of their responsibilities!**

Date This Form Officially Received and Placed on File By HBCF Staff:

Date: _____ By (staff person's name) _____

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: _____

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. **At least one bid must be from an HBA member.** 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 as to how the HBCF contribution was used? Before and after pictures are preferred, along with the update.

_____Yes _____No

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, as to how the HBCF resources have been used by the recipient.

Describe how request is consistent with the HBCF mission statement:
