

# The Home Builders Charitable Foundation

## *Standard Request for Assistance Form*

Revised 5/23/19

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 EIN: \_\_\_\_\_

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?

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

