



THE RENAISSANCE FUND

2024 DONATION PROGRAM

INSTRUCTIONS & APPLICATION

The Renaissance Fund, NFP (“The Renaissance Fund”) awards Charitable Donations to support religious, charitable, educational and scientific purposes including, but not limited to: promoting educational and humanitarian efforts and programs in the Greek Community within the United States and the Eastern Orthodox Church. **Charitable Donations are limited to a maximum of \$5,000.** The Renaissance Fund encourages organizations to apply for a matching donation as a means of increasing participation and financial support. The Renaissance Fund does not consider or award donations to capital improvement projects or debt reduction programs.

Attached is the Checklist and Application Form required for a Renaissance Fund Charitable Donation for program related assistance. Program related assistance is defined as a request for financial assistance to cover overhead or expenses to carry out the organization’s operations or programs. Please make sure you read these instructions very carefully. The Donation Request Form must be filled out in its entirety. Organizations must submit a complete application with all required documentation to The Renaissance Fund to be considered for a donation. (see list below and Checklist for details). Make sure to include the Checklist as the top page of your completed application. It is the responsibility of each organization to ensure their application is complete. The Renaissance Fund will not consider incomplete applications. Please print clearly.

Selection of recipient organizations will be based on the following information:

- Applicant organization must be a §501(c)(3) tax-exempt organization or affiliated with a §501(c)(3) tax-exempt organization.
- Quality of the Donation Request Form, completed in all sections, including the required signature.
 - NOTE: Optional material may be submitted to supplement the Donation Request Form. If your answer to any question on the Donation Request Form requires more room than is available on the form, please attach a sheet of paper to the form. In addition, please identify on the continuation sheet the question being answered.
- A proposal, no longer than two (2) pages, that describes the proposed program as follows:
 - Objectives and purposes of the program
 - How the program will achieve those objectives and purposes



- A brief description of your organization and its programs
- Location and the estimated duration of the program
- A budget of one (1) page, identifying the projected expenses and sources of income for the program.
- If your organization is affiliated with the Eastern Orthodox Church, please provide evidence of that affiliation.

The Renaissance Fund does accept, review, and consider Donation Requests that are submitted on an organization's letterhead seeking financial support of the organization's charitable or philanthropic activities or efforts. In these instances, the organization is not required to submit a Donation Request Form provided the organization is a Section 501(c)(3) organization and provides proof of the same. The Renaissance Fund reserves the right to request and obtain additional information and documents from the organization. The Renaissance Fund does not provide donations to underwrite the expense of an organization's banquets, festivals, galas or similar fundraising events. The Renaissance Fund does not respond to, accept, or consider mass mailing fundraising appeals or solicitations.

Each year, The Renaissance Fund allocates a set amount of funds for organizations' Donation Requests. As a result, The Renaissance Fund, in its sole discretion, may approve a Charitable Donation that is less than the amount set forth in an organization's Donation Request. Once these allocated funds are exhausted, The Renaissance Fund ceases to review, accept, or consider additional Donation Requests. Organizations should make every effort to submit a Donation Request to The Renaissance Fund at least four (4) months in advance to when the Organization needs the Donation funding. Donation Request Forms are reviewed quarterly and, if approved, your Organization may receive a donation award within 90 days of its submission. Any Donation Request seeking funding in less than 90 days from the date of the Donation Request's submission may be summarily denied. **Donation Requests must be submitted on or before September 30, 2024. As our review process may take up to 90 days, requests received after September 30, 2024 will not be accepted. No Exceptions.** The completed Donation Request form should be sent to:

The Renaissance Fund, NFP
Attn: Charitable Donations
216 S. Jefferson Street Suite 301
Chicago, Illinois 60661

or to admin@therenaissancefund.org

Any questions should be directed to The Renaissance Fund at admin@therenaissancefund.org with "Charitable Donation" contained in the subject line.



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**2024 DONATION REQUEST FORM
FOR PROGRAM RELATED ASSISTANCE
APPLICATION CHECKLIST**

Organization Name: _____

Organization Address: _____

FEIN #: _____

Required Submission Items for Donation Application:

Initial **Submission Items**

- Completely filled-in Donation Request Form
- Donation program proposal with required program descriptions
- One (1) page budget, identifying projected expenses and income of the program
- A copy of the IRS determination letter indicating your or the affiliated organization's §501(c)(3) tax-exempt status
- If applying for a matching donation, please provide a description of your organization's proposed fundraising campaign. If applicable, the description should include the following: name of campaign, financial goal to be achieved, campaign theme or message, and communication plan to engage supporters and solicitation follow-up.
- If applicable, documents evidencing your organization's affiliation with the Eastern Orthodox Church
- Optional materials to supplement the Charitable Donation Application Form
- The Application Checklist, Application, Submission Items, and all supporting materials are to be submitted in one (1) PDF document, with consecutive page numbering, and printable on 8.5" by 11" paper.



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Application Information

Applicant Instructions: Please complete all sections of this application, sign it, and return it along with all required documents. Incomplete applications will not be considered—**NO EXCEPTIONS.**

I. ORGANIZATION INFORMATION:

1. Organization's Name: _____
2. Organization's Mailing Address: _____

3. Organization Phone Number: _____
4. Organization Fax Number: _____
5. Organization Website: _____
6. Chairman, President or Executive Director (or equivalent): _____
7. Contact Name: _____
8. Contact Email Address: _____
9. Contact Telephone Number: _____

II. ORGANIZATION SUMMARY:

10. In the space provided, please give a short statement of the purpose, size, and history of your organization:



III. TAX-EXEMPT STATUS CERTIFICATION:

Please have both the Chairman, President or Executive Director and Secretary of the Organization sign below to certify tax-exempt status

11. Signature of Authorized Persons:

My signature certifies that the Organization named above or the affiliated organization currently has tax-exempt status under §501(c)(3) of the Internal Revenue Code and is classified as “not a private foundation” as defined under §509(a).

My signature is made as one who is authorized to sign on behalf of the applying organization.

Signed: _____

Signed: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please note you must also include a copy of the IRS determination letter indicating your §501(c)(3) tax-exempt status.

IV. PROGRAM INFORMATION:

12. Program Title: _____

13. Program Beginning and End Date: _____

14. Program Director Information: _____

a) Name: _____

b) Title: _____

c) Address: _____

d) Telephone: _____

e) E-Mail Address: _____

f) Fax Number: _____

15. Total Budget for Program: _____

16. Amount Requested: _____

17. Period of Time Covered by Proposal: _____
(continued on next page)



V. AUTHORIZATION & CONTACT INFORMATION

We the undersigned, officers of the applicant Organization, _____, (“Organization”) authorize The Renaissance Fund, NFP to release donation application information, including copies of our application to The Renaissance Fund or agent thereof.

The Organization’s Chairman, President, or Executive Director and Secretary have read and understanding the Donation Request Instructions and Application.

The Organization agrees to have The Renaissance Fund, or its agent, verify any and all of the application information given, including pertinent personal and financial information. The Renaissance Fund or its agent may contact individuals cited herein to substantiate this information.

We hereby certify that the information provided in this application and its attachments are accurate. The Organization understands that if any information is found to be inaccurate or incomplete, The Renaissance Fund will deny the Organization a donation.

If awarded a Renaissance Fund Charitable Donation, we authorize The Renaissance Fund to publicize the Organization being a recipient. Financial information will not be released to the general public.

If a donation is awarded, the Organization agrees to use the funds only for the purposes for which the donation was made and acknowledges The Renaissance Fund’s authority to withhold or recover donation funds if an investigation reveals funds have been misused. In addition, the Organization agrees, at The Renaissance Fund’s request, to provide periodic written reports describing the status of the program and provide an accounting of the funds used thus far, as well as plans for use of the remainder of funds. The Organization also agrees to provide a final written report and an accounting explaining specifically how donation funds were used. The Organization agrees that prior to the disbursement of any donation funds, it will be required to execute a Charitable Donation Agreement setting forth the terms, conditions, and restrictions of the donation award and the Organization’s obligation to The Renaissance Fund, NFP.

Signature of Organization’s Chairman, President

or Executive Director: _____

Printed Name of above Officer: _____

Contact Information: _____

Date: _____

Signature of Organization’s Secretary: _____

Printed Name of Secretary: _____

Contact Information: _____

Date: _____