

## **REQUEST PROCEDURE**

The RETAIL ALLIANCE<sup>®</sup> of Greater Hampton Roads

PLEASE PROVIDE THE FOLLOWING INFORMATION IN AS BRIEF A FORMAT AS POSSIBLE/PRACTICAL:  
(Attach additional pages as necessary)

- ❑ A description of the need for, and planned use of the requested funds.
  
- ❑ A statement of your organization's purpose (its Mission Statement or equivalent).
  
- ❑ A brief history of your organization's achievements that may be relevant to your request.
  
- ❑ A description of your programs, activities, and goals for the current year that may be relevant to your request.
  
- ❑ A list of your Board of Directors and senior staff.
  
- ❑ An explanation of how your request fits with the RETAIL ALLIANCE's<sup>®</sup> value questions noted on the cover page.
  
- ❑ An acknowledgement of any other groups supporting your organization, and the degree of their support.
  
- ❑ A document whereby you agree/pledge to generate follow-up correspondence giving the RETAIL ALLIANCE<sup>®</sup> assurance that all granted funds were used only for requested projects during the requested calendar-funding year.
  
- ❑ A letter from the Internal Revenue Service showing your organization's tax-exempt status, if appropriate.