

## **GUIDELINES FOR ORGANIZATIONS REQUESTING DONATIONS**

The Blueberry Festival donates thousands of dollars every year to various school and community organizations in the Montrose area. Individual members of the Blueberry committee cannot authorize contributions, and may not request donations on your behalf. If your group would like to apply for funds, please follow these guidelines prior to requesting a donation.

- Download and print these guidelines and donation request form.
- You must fill out the entire donation request form to be considered for funds. Incomplete forms will be rejected.
- Must be affiliated with the City of Montrose, Montrose Township, or a Montrose School District organization to receive funds.
- Donation request must be submitted by December 31st. Return your application to: Montrose Blueberry Festival, P.O. Box 316, Montrose, MI 48457-0316.
- The Blueberry Festival Committee will review requests in January & February. Funds will be distributed in March.
- A representative from your group may be required to attend the March meeting to receive your donation.
- You and your group will be required to volunteer during Blueberry Festival weekend, or at an event held prior to that weekend. Festival committee members will place you where your assistance is most needed. Parents, coaches, or students can share volunteer duties, but students must have adult supervision at all times.
- Your contact person will be notified prior to the festival and will be responsible for ensuring the group's participation.
- **Contact person:** please give us a personal phone number and email address (not your business phone or email) so that we may contact you regarding your donation request and/or volunteer responsibilities.



P.O. Box 316  
Montrose, MI 48457  
Ph: 810-639-3475  
Fax: 810-639-3474  
[www.montroseblueberryfestival.net](http://www.montroseblueberryfestival.net)  
[montroseblueberryfestival@hotmail.com](mailto:montroseblueberryfestival@hotmail.com)

## DONATION REQUEST FORM

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1. **Date of Request:** \_\_\_\_\_
2. **Organization Name:** \_\_\_\_\_
3. **Contact Person:** \_\_\_\_\_
4. **Address/PO Box:** \_\_\_\_\_
5. **City, State, Zip:** \_\_\_\_\_
6. **Phone (Contact Person):** \_\_\_\_\_
7. **Email (Contact Person):** \_\_\_\_\_

8. Give a brief description of your organization:

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9. Give the dollar amount of your request and what these funds will cover:

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10. List other contributors and expected dollar amount of their contributions:

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11. If funds are granted to your organization, your group will be required to volunteer at the next festival. The festival committee will place your volunteers where they are most needed.

12. If your organization received funds from the festival last year, how much did you receive and at which event did your group volunteer? \_\_\_\_\_

**13.** Please list the names, phone numbers, and email addresses (personal phone & email-not business) of your adult members who will volunteer:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**14.** The Contact person is responsible for ensuring participation by all persons listed as volunteers.