



**Community Contribution Request**  
**\$5,000 and Under**  
**Public Affairs**

Funds awarded should be used in the calendar year received. This is a one-time annual request. If you will be submitting a request greater than \$5,000 for operating or other expenses for this year, use the Mayo Clinic Community Contributions Program:

[External link](#)

**Instructions:** Complete all fields and save the file. Open a new email message, attach the file and send to [flacommunityrelations@mayo.edu](mailto:flacommunityrelations@mayo.edu). Adobe Reader 11 or Acrobat is required to save the form. This form has limited space for project and program descriptions. If you require more space, attach a separate document with the descriptions and forward it with this form.

**Specific Funding Areas**

- Health or wellness activities  Other: \_\_\_\_\_

**Organization Information**

Requestor		Date Today (Month DD, YYYY)
Street Address		
City	State	ZIP Code
Email	Phone	
Organization or Group Requesting Donation		501c3 (non-profit) Yes      No
Your group is not a 501c3, but you have a fiscal agent (list) _____		
Your group has no fiscal agent		<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Previous requests and years funded (list) _____		
<input type="checkbox"/> Have not previously requested		
Amount Requested	Total Project or Activity Amount	Activity Budget Plan (attach)
Other Funding Sources or Contributors to this Program or Activity		Enter the number of people expected to participate or be served by this activity.
Provide a description of your program and current needs (waiting lists, etc.).		

Current Organization Operating Budget (attach)

What efforts will be made to reach out to underserved or underrepresented populations?  
(African American, Native American, Latino, Asian/other Pacific Islander, veteran, disability, LGBTQ)

How will you recognize Mayo Clinic for this contribution?

Other Relevant Information

**For Public Affairs Office Use Only**

Date (Month DD, YYYY)	Sponsorship Amount	Company	PAU	Approved By
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