



WESTSIDE BUSINESS LEADERS ASSOCIATION
Contribution Request Guidelines

How to make a request to Westside Business Leaders Association (WBLA):

The major focus of the WBLA is to support *Westside Business Leaders Charities, Inc.*, which is a 501(c)3 organization that grants scholarships for students from the Westside of Jacksonville to assist them as they embark on post-secondary education. A link to the scholarship criteria and application can be found on our home page at www.WBLA.org. While scholarships are the major focus of the WBLA, we are also able, on occasion, to assist organizations that align with the mission and vision of supporting the Westside. Typically that assistance goes to organizations that primarily support education for at risk youth and other social issues affecting our neighborhoods.

Contributions will not normally be made for the following:

- Alumni Associations
- Organizations with Corporate offices located in areas outside the Westside of Jacksonville
- Political Candidates
- Extracurricular school activities such as sports, band, etc.

Application Process:

Non-Scholarship requests should be submitted using the Westside Business Leaders Request Form. We will not consider requests made via phone. The application must be completed in its entirety with any supporting documents included as an attachment.

Contribution requests are accepted year round and are reviewed monthly by the Charity Committee. Organizations will be notified of a decision within 45 days of receipt.

Requests for Contributions must be submitted in writing and include:

- WBLA Charitable Contribution Request Form
- IRS 501 (c) (3) tax exemption documentation

Requests for contributions should be submitted one of two ways:

- Mail- PO BOX 37232 Jacksonville, Florida 32236-7232
- Email- info@wbla.org

Westside Business Leaders Association Charitable Contribution Request Form

CONTACT INFORMATION

Date of Request _____

Organization Name _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

PROJECT INFORMATION

Project Name _____

Amount Requested \$ _____ Date Funds Needed by _____

Is this a new or ongoing project? New _____ Ongoing _____

Please provide a brief description of the project.

Overall Project Goal & Expected Impact

Describe the number of people to be served or expected number of attendees

Please explain how the funding will be used

List other organizations you are approaching to request funds

ORGANIZATION INFORMATION

Are you a 501 (c)(3) nonprofit organization? Yes _____ No _____

Organization Mission

Signature : _____ Date: _____

For internal use only

Date Received _____

Approved: Yes _____ No _____

Date Notified _____