



IMPORTANT INFORMATION

Knowledge Is Key, Inc.'s donation program is intended to meet the needs of organizations that are focused on education or health and human services, and organizations with a similar scope of service. Priority is given to **Organizations with established IRS 501(c)(3) status.**

WE DO NOT FUND DIRECT AID TO THE FOLLOWING:

- Individuals
- Capital campaigns, building projects, or equipment
- Transportation and travel expenses
- Political organizations and activities
- Religious organizations for religious purposes
- Salaries
- Government agencies
- Loans or investments
- Research studies
- Merchandise for fundraisers and auctions
- Development or production of books, films, videos, television programs, or websites
- Parties, celebrations, parades, festivals and raffles
- Deficit funding

If the organization meets the above requirements, please complete the following form and submit it, along with a copy of your IRS tax letter and 501(c)(3) status to Knowledge Is Key, Inc.

*Knowledge Is Key, Inc.
Treasury Department
29 Marvin Avenue
Uniondale, NY 11553*

KNOWLEDGE IS KEY, INC.

29 Marvin Avenue | Uniondale, NY 11553

info@knowledgeiskeyinc.org | 516.610.0214 | www.knowledgeiskeyinc.org



KNOWLEDGE IS KEY, INC. DONATION REQUEST FORM

GENERAL INFORMATION

Please review the guidelines listed above. This form should be completed and printed. This form cannot be submitted online. Requests should be submitted a minimum of 4 weeks in advance of an event to allow time for review. Please be advised that due to the number of requests received, we may not be able to respond to each request.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization EIN/Tax ID # Exempt Status Date

Mailing Address City State Zip Code

Telephone Number Organization Website Email

Name of Contact Title or Relationship Contact Telephone Number

PROGRAM INFORMATION

Program or Event Name Purpose of Support Date of program/event

How will funds raised be used?

Signature of Applicant By signing this form, I verify that I am an authorized agent of the requesting organization. Please check here if this organization qualifies for "501(c)(3)" tax-deductible contributions as defined by the Internal Revenue Service.

FOR KNOWLEDGE IS KEY, INC. USE ONLY

Date received: _____ **Donation:** _____ **Status:** _____ **Fiscal Year:** _____

Authorized By: _____ **Delivery Information/Method:** _____

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