



## ***APPLICATION FOR DONATION/DISCOUNT***

Please find attached ***Coastal Rental Center*** donation / discount application.

***All applications must be submitted a minimum of 4 weeks prior to your event date*** to be properly reviewed and brought to our board meeting. We understand your commitment and dedication to your organization and in order to give your request in-depth review that it deserves, we must require this lead-time for adequate study. Our board will consider your application and you will receive a decision within two weeks of being submitted.

Our donation / discount request form is brief and specific: please fill it out completely so that the pertinent information we need is readily available. Please include any literature that you may want us to review and / or a brief cover letter highlighting your intentions and / or goals.

Please print or type the application. Be sure to sign the application at the bottom. Since contributions / discounts cannot be guaranteed from year to year, organizations must resubmit the application with each new request. Due to high volume of requests that we receive, this procedure is the most expedient way for you to present your request and have it properly reviewed. This program is part of our yearly marketing and advertising budget. As such, we have reasonable expectations that any approved donation will afford us opportunities to develop future business with either attendees or supporters of your event. Any assurances that you can provide this opportunity to us will enhance our consideration of your request.

Please email, mail, or drop off your completed application to the following address: [info@crclf.com](mailto:info@crclf.com), 8822 US Highway 19, Port Richey, FL 34688. **Verbal request or faxed applications will not be considered.**

***In order to process you must include a copy of your organization's previous year's IRS form 990.*** This annual report is required for all Federally Tax-Exempt organizations, it provides the filing organization's mission, program, and finances.



Coastal Rental Center

8822 US Highway 19

Port Richey, FL 34668

Pasco: 727-847-6694 Pinellas: 727-934-0300

Hillsborough: 813-276-9899

Email: [info@crclf.com](mailto:info@crclf.com) website: [www.coastalrentalcenter.com](http://www.coastalrentalcenter.com)

**General Information**

Must include completed Form 990

**What you will need:**

1. Completed application
2. Cover letter on your letterhead
3. Verification of your nonprofit
4. Copy of IRS 990 Form

Date: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Organization Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Person Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**The Event**

Name of Event: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est.# of Attendees: \_\_\_\_\_  
Location: \_\_\_\_\_  
Annual Event? \_\_\_\_\_ What year Started? \_\_\_\_\_

**How do you intend to promote the Event:**

\_\_\_\_\_  
\_\_\_\_\_

**The Donation**

Type of Equipment needed and quantities requesting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Required: Yes or No Pick up Required: Yes or No

Will Coastal Rental Center be promoted with the event if a donation or discount is provide? \_\_\_\_\_  
If yes, in what manner? \_\_\_\_\_

**In exchange for any approved donation or discount, would your organization be willing to do any of the following:**

\_\_\_\_\_ Provide Coastal Rental Center a sponsorship equal to the value of the donation or discount

\_\_\_\_\_ Recognize Coastal Rental Center from the podium during your event

Do you have a major or presenting sponsor? \_\_\_\_\_ If so, who? \_\_\_\_\_

Please list up to 3 other sponsors, and type or amount of their donation / discount:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

Has the organization previously requested a donation / discount from Coastal Rental Center?  
\_\_\_\_\_ If yes, Date of last request: \_\_\_\_\_ What the request granted? \_\_\_\_\_

If yes, what amount? \_\_\_\_\_

**Your Organization**

Is the organization Tax Exempt under IRS code Section 501 C 3? \_\_\_\_\_

Please enclose a copy of your organization's IRS letter stating the Tax Exempt 501 Status Non-Profit Taxpayer's I.D.

Number: \_\_\_\_\_ Legal Name of

Organization: \_\_\_\_\_

**Please enclose a copy of Certificate Tax Exemption**

**YOU MUST INCLUDE A COPY OF LAST YEAR'S IRS FORM 990 IN ORDER TO SUBMIT THIS APPLICATION**

**Application will not be submitted without a 990**

What is the mission statement, or purpose of the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

**Please complete the forms for Coastal Rental Center as soon as possible. We require everything to be completed and returned to Coastal Rental Center 28 days prior to the event date to determine your donation / discount. Discounts range from 10% up to 33%.**

**Thank you,**

**Coastal Rental Center**

**OFFICE USE ONLY**

Discount: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Approved Discount: \_\_\_\_\_ 10% \_\_\_\_\_ 20% \_\_\_\_\_ 25% \_\_\_\_\_ 33%  
Approved By: \_\_\_\_\_

