

TONN AND BLANK CONSTRUCTION

**GIVES**

**BACK**

COMMUNITY PROJECT APPLICATION





# TONN AND BLANK CONSTRUCTION COMMUNITY PROJECT APPLICATION

## PROGRAM OVERVIEW

Tonn and Blank understands that we have a responsibility to better the communities in which we live, work and play. At the heart of our Corporate Responsibility Program is our Skills Based Volunteering program in which we use our time and talents to help nonprofit organizations complete building related projects. This program's primary focus is on capital building projects, renovations and additions which allow the organizations to further their mission and reach.

To request assistance, organizations must fill out the following application.

- Written requests will be accepted and reviewed throughout the year.
- Receipt of your written application will be acknowledged in a timely manner.
- We may request an in person meeting or site visit to learn more and clarify any questions after reviewing applications.
- Once a project is selected, Tonn and Blank will work with the organization to make sure the project is completed

## PREFERRED PROGRAM TYPES

Consideration is given to:

- Organizations in areas in which our employees live, work and play.
- Organizations who serve the poor and underserved.
- Organizations who work to increase workforce development.
- Project must be in a geographical area in which Tonn and Blank does business.



# TONN AND BLANK CONSTRUCTION PROJECT INTEREST FORM

## PROJECT INTEREST FORM

Submission date:

Name of Employee

Name of Organization

How are you connected to this organization? (Do you serve on the Board, volunteer, is this organization in your community, etc)

What is this organization's building need?

Who is the best person at the organization to contact regarding this project?

Name, email and phone number



# TONN AND BLANK CONSTRUCTION COMMUNITY PROJECT APPLICATION

## ORGANIZATION OVERVIEW

Submission date:

Name of organization:

Tax ID Number:

Address:

Web:

Contact:

Year your organization was founded:

Annual operating budget:

Sources of income (by percent):

Government

Fees/membership

United Way

Individuals

Corporate and/or foundation grants

Special events

Other

Attach a list of the officers, directors and staff members of your organization  
Attach a copy of your IRS 990/W9  
Please attached a copy of your 501 (C) 3 letter of tax exemption



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## ORGANIZATION OVERVIEW

**What are your organization's mission/vision/values?**

**Briefly describe your organization and programs/services provided**

**Are you a local chapter of a larger parent organization?**

**Identify any formal partnerships with other organizations**

**What geographical areas do you serve?**



# TONN AND BLANK CONSTRUCTION COMMUNITY PROJECT APPLICATION

## PROJECT OVERVIEW

**Project Title:**

**Total project budget:**

**Requested services:**

**Please provide a timeline for this project.**

**Does your organization own the land and or building?**

**Who is responsible for guiding this project to completion? (We will manage quality, cost)**

**What additional personnel resources do you have available for this project?**



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**Targeted geographical area which will benefit from this project**

**Please explain how your project relates to our mission and corporate citizenship program.**

**Briefly describe where you are in the progress? (architect selected/design complete, prelim budget, prelim timeline. If you need help with any or all of those items, please state so)**

**Identify any project partners (corporate sponsors, financial donor, inkind partnerships)**

**Other financial support for this project:**



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Describe any project challenges you are aware of in regards to funding and/or construction.

When the project is complete, tell us what changes you will see in revenue and expenses? How will you address those changes?

What is the expected return on investment for the community?





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## PROJECT OVERVIEW

Once this project is complete, tell us how this project will improve the community and your ability to continue your mission.

Please attach any letters of support, inkind donations and/or partnership agreement which might be critical to the planning and execution of this project.

Please attach any preliminary design documents.

Please attach any preliminary budget documents.