Owatonna Area Chamber Foundation
Fiscal Agent Application

The Owatonna Area Chamber Foundation has a focus on assisting projects that have a broad community benefit in Steele County. Projects related to an individual, though worthy, are not a focus for the Owatonna Area Chamber Foundation. Applications are to be submitted for review and consideration prior to the following yearly deadlines of April 1st & November 1st. In only very unusual emergency cases, a special meeting of the Owatonna Area Chamber Foundation will be held.

Person or Organization Completing Application: _____

Contact Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Project Name: _____

Project Description: _____
_____

How will the Project Benefit the Community: _____
_____

Approximate Number of People Who Will Benefit: _____ Anticipated Fundraising Dollars: $_____

Fundraising Begins: / / Fundraising Completed by: / /

Federal & State Identifications (If known) Federal Tax ID #_____ State Tax ID #_____

Who will authorize disbursements for project? _____

If the application is accepted by the Owatonna Area Chamber Foundation, fees will apply, see *Administrative Fees & Policies document*.

Applicant understands that the Owatonna Area Chamber Foundation is an independent entity and acting on its own behalf and is not held responsible for any loss, damage or legal liability.

The Owatonna Chamber Foundation is only responsible for the money raised for the project. There is no implied ownership of the project. By acting as fiscal agent, we are not obligated to disburse more funds than what is collected for the project.

Fiscal agent projects of the Owatonna Area Chamber Foundation are required to use the following wording when referring to the foundation in marketing materials:

Make gift(s) payable to: Owatonna Chamber Foundation
320 Hoffman Drive
Owatonna, MN 55060
Campaign Phone: _____

Contributions to the _____ made through the Owatonna Chamber Foundation, a 501(c) (3) non-profit organization may be tax-deductible. Contributors should check with their tax advisor.

_____ _____
Signature Date

Created: 5/29/08
Updated: 11/13/08
Approved: 11/13/08