



International Order of the Blue Gavel Humanitarian Foundation

Application For HUMANITARIAN LOCAL AREA PROJECT (LAP)

- Instructions for completion of this form: This is a MicroSoft Word document. After downloading from the IOBG-HF.org web site save on your computer as a doc file.
- Beginning on page 2 - input your response after the statement and/or question and upon completion of each place your cursor at the next line's entry area. If you need any more space for your response keep typing or hit enter key to get to the next line.
- When the form is completed either mail or email the form as instructed at the bottom of page 1.

The International Order of the Blue Gavel Humanitarian Foundation can sanction a Local Area Project so that charitable contributions may be tax deductible under the aegis of the Foundation's IRS 501(c)(3) charity designation.

The information in this application will provide the basis for the consideration and qualification of a Local Area Project.

A Local Area Project must meet all of the guideline requirements of the IRS 501(c)(3) regulations and compliance will be reviewed by the Foundation before endorsement is granted.

No funds will be committed to any project until the application is complete and has been approved for funding by a majority vote of the Foundation Board. Upon a favorable vote of the Foundation Board, a letter of notification will be sent to the recipient organization indicating the amount of any grant to be given and the terms under which it will be paid.

Please use this application outline and attach or send supporting information, which you feel, will assist in presenting the merits of your project. Send the completed application to:

IOBG Humanitarian Foundation, Inc.
C/O P.C. Lee J. Homyock
8937 Lake Overlook Drive
Mentor, Ohio 44060

OR

Send Via Email
with attachment of completed form and any others supporting attachments to:
leehomyock@att.net

**INTERNATIONAL ORDER OF THE BLUE GAVEL
HUMANITARIAN FOUNDATION LAP APPLICATION**

I. GENERAL INFORMATION

A. Organization Information

1. Name of your organization:

2. Street address:

3. City, State and Zip:

4. Federal Tax ID#:

5. Affiliated IOBG chapter name:

6. Affiliated IOBG District #:

7. Year your organization was established:

8. Number of members:

9. Number of volunteer and paid staff:

B. Contact Person Information

1. Name and Title of Primary contact person:

2. Street address:

3. City, State and Zip:

4. Daytime phone number:

5. Fax Number:

6. Email address:

C. Secondary contact person at your organization (for us to contact for this project)

1. Name and Title:

2. Street address:

3. City, State and Zip:

4. Daytime phone number:

5. Fax Number:

6. Email address:

II: PROJECT DETAILS

A. Name of Project:

B. Description of Project:

C. Years of operation:

D. Objective:

E. Humanitarian Benefits:

F. Educational Benefits:

G. Project Location(s):

H. Are there other organizations involved and if so who are they and list involvement?:

III. PROJECT LEADERSHIP

A. Name the Project Leaders and include their qualifications & licensing:

IV: BUDGET FOR PROJECT

A: What is the Budget for the Project?:

B: How do you plan on funding the Project?:

V: PROJECT COSTS

A: Minimum Funding required:

B: Maximum Funding target:

C: Requested Funding from IOBG-HF:

VI: PLANNED USE OF FUNDS

A: How will IOBG-HF funds be used if funding is awarded?:

VII: POTENTIAL LIABILITIES & INSURANCE COVERAGE

A: Have you identified liabilities associated with the Project?	YES	NO
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B: Have you developed a contingency plan to address each liability?	YES	NO
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C: Do you have Insurance coverage to cover potential liabilities of the project?	YES	NO
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ANY ADDITIONAL INFORMATION REGARDING YOUR PROJECT SHOULD BE ATTACHED HERE



IOBG Humanitarian Foundation

PHOTO RELEASE FORM

EVENT:

DATE:

I grant to the International Order of the Blue Gavel Humanitarian Foundation (IOBG-HF) permission to use photographs taken during this event of me and/or my family members including my minor children, if any, for any legal purpose including but not limited to publicity, illustration, advertising and web content on the IOBG-HF website.

I understand that no royalty fee or other consideration shall become payable to me by reason of such use.

It is the policy of the IOBG-HF that the names of any individuals appearing in the referenced photographs will not be printed or published in conjunction with any publicity, illustration, advertising or web content.

IOBG-HF is a 501(c)3 charitable and educational organization. Number 33-0547468

Name:

Signature:

Date: