



Kingston & District Labour Council Donation Request Form

Organization Information

Organization Name and Affiliation: _____

Address/Location: _____

Website: _____ Contact Name: _____

Contact Email: _____ Contact Phone: _____

Request Details

Submission Request Date: _____ Event Date: _____

Dollar Amount Requested: _____

1. Briefly describe the program/event the request pertains to.

2. How will the requested donation be used? Attach proposed budget, if available.

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3. Please identify other sources of funding that you have requested for this event (if any).

4. Has your organization received support from KDLC in the last 12 months? If so, have you submitted a summary report of how the donation was used?

5. Please declare any potential conflicts of interest.

6. Additional comments (attach additional page(s), if needed).

If you require this form in an alternative format, or if you require assistance completing this form please contact kingstonlabourcouncil@gmail.com.

Request approved by: _____ of KDLC.

Signed: _____ Date: _____

Amount: _____ Cheque #: _____ Cheque Date: _____