



Donation Request Application

Group/Organization Applying: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Federal Tax ID Number: _____

Geographic Area Served: _____

Group/Organization Category

Check all that apply:

County 4-H

County Fair Board

EMT

FFA Program

Fire

Other: _____

Fire/EMT

Donation Request Amount: _____ Date Needed: _____

Summary of Use: _____

Applicant Signature

Date

INTERNAL USE ONLY

Application Number: _____

Date Received: _____ AF AP D L CG EX

Date Reviewed: _____ Amount Approved: _____ Acct. Code: _____ - 7099- Updated 12/20



Donation Request Application Guidelines

Landus takes pride in giving back to the local community. We strive to support local organizations who focus on rural youth, emergency/rescue response agencies, and agricultural advancement. Although we give emphasis to these groups, others are welcome to apply. To ensure operation within our budget, Landus will only approve a limited number of the many donation request applications received.

Please submit applications according to the following required guidelines:

1. Complete all sections of the attached **Donation Request Application**.
2. If applicable, attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status and your 9-digit Federal Identification Number.
3. Attach additional supporting documents if applicable.
4. Return only one copy of the application to your nearest Landus location office
Or by USPS to Landus, Attn: Sarah Bunge, 2321 N Loop Drive, Ste. 220, Ames, Iowa 50010.
5. Submit the application at least **4-6 weeks** prior to the date the donation is needed.

Frequently Asked Questions

When do you accept applications?

Applications can be submitted to a Landus location at any time. We request you apply at least 4-6 weeks in advance to allow for review and processing.

Which Landus location should receive my completed donation request application? Organizations should take their donation request application to the location nearest to them. If more than one location is within equal distance, choose only one.

Why is it necessary to include documentation on 501(c)3 status and Federal Identification Number?

This information is necessary for instances where Landus may request an outside organization to match our donation. Your 501(c)3 status and your 9-digit Federal Identification Number can be obtained from the Federal Treasury and is different from a tax-exempt form.

How will I know if my donation request application has been approved?

Completed donation application requests are reviewed in a timely manner. You will be notified whether your request is approved or denied. Your application status will be shared with you generally 2 weeks prior to the date needed.