



401 Main Street • Rapid City, SD 57701
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APPLICATION FOR STORE DONATION

The Little Print Shop is committed to supporting our communities. We focus our charitable contributions on organizations that serve the community. Contribution decisions are made by the owner. Your organization will be notified of results by telephone or email.

Please print out this form and provide all requested information, including attachments. Only complete applications will be considered. Bring in completed form, or mail to above address.

The following documents MUST be attached to all applications:

- IRS 501(c)(3) nonprofit determination letter for applicant organization, if applicable
- A cover letter on the stationery of the nonprofit organization or letter of donation request.

Organization name [as stated on 501(c)(3)]: _____ Date _____

Address: _____ City: _____ State: _____ ZIP: _____

Contact person: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Tax ID number: _____ Donation request: _____

Description of nonprofit organization (two-sentence summary of mission/objectives): _____

Due to limited funds, we regret that we are unable to grant every request. If your request is denied, please accept our best wishes for success in your endeavors.

Project/program/event name: _____

Brief project description or request for donation: _____

How does your program or service impact the community? _____

For Office Use Only

Date approved: _____ If not approved, date notification sent: _____

Specific donation given (please circle): Gift Certificate Printing donation

Number of gift certificates: _____ Amount per certificate: \$ _____

Total amount of gift certificate/or donation of printing: \$ _____

Donation description: _____ Value: \$ _____

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Required Signatures (To be completed when the donation is picked up)

Date donation was made: _____

Name of Organization Representative and Title (Please Print)

Signature of Organization Representative

Name of Store Owner

Signature of Store Owner