



Charitable Request Form

Sprague strives to be a good corporate citizen throughout the areas in which we operate, specifically focusing our contributions on programs supporting children and the environment. Sprague employees also regularly contribute to and volunteer for service in many diverse organizations that have meaningful impact on the communities we serve.

Eligibility

Organizations recognized as tax-exempt under Section 501(c)3 of the Internal Revenue Code are eligible to apply for support. Organizations serving the needs of children or advance environmental stewardship within Sprague's area of operations will receive priority over other requests. Sprague seeks opportunities to make contributions where a modest amount of funding can help an organization achieve a significant result. Awards typically range from \$250 to \$10,000, and the majority of awards are for less than \$5,000. Sprague receives many requests for support, and seeks the most productive uses for available funds.

How To Apply

Applicants should complete the enclosed Charitable Request Cover Sheet and return it with their proposal and 501(c)3 tax letter to the following address:

Sprague Operating Resources LLC
Charitable Support Request
185 International Way
Portsmouth, NH 03801

Applications must include all of the above to be considered.

When To Apply

All applications for support must be postmarked by April 1st to be considered for an award in the same calendar year. Award recipients will be notified in writing by June 1st, with awards disbursed by the end of the month. Organizations seeking support for activities occurring in the first quarter should apply for support in the preceding calendar year.

CHARITABLE REQUEST COVER SHEET

Date of Application: _____ Tax ID: _____ Year Founded: _____

Legal name of organization applying: _____
(Should match IRS determination letter and IRS Form 990)

Address: _____

City/State/Zip: _____

Executive Director: _____

Contact for this proposal: _____

Contact Address (if different from above): _____

Contact Telephone: _____ Contact Email: _____

Application Amount: _____

Date funds are needed: _____

Has this organization previously received funding from Sprague? _____

Please attach a written request proposal to this completed cover sheet. The proposal should not exceed more than 5 double-spaced pages and must include the following:

- A description of your organization, its mission, and current programs and services provided.
- A specific monetary request, with supporting detail on what will be accomplished with the funding requested and what other funding has already been secured for the event or program.

In addition, each application must contain the following attachments:

- Completed Charitable Request Cover Sheet
- IRS tax status determination letter in name of the applying organization

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