

SURPLUS COMPUTER HARDWARE/SOFTWARE, FURNITURE& OFFICE EQUIPMENT DONATION APPLICATION

1. Name and permanent mailing address of applicant organization:

2. Representative of applicant organization to whom inquiries should be addressed:

Name and Title_____

Telephone Number_____ Fax Number_____

E-mail Address_____

3. Provide a brief background statement regarding the nature of activity and purpose for which the applicant organization was formed:

4. Provide a description of the project or purpose for which this equipment is requested. Include specifics of why donating this equipment to your organization or program will be of benefit to citizens of the City of Wilson. ***(You may attach additional pages as necessary).***

5. Complete attached equipment list, marking those items, in priority order, that your organization is interested in receiving. ***(Start numbering with #1 as your top priority).***

6. Applicant organization's tax status:
(Check all boxes in Sections (a) and (b) that apply; references are to sections of the U.S. Internal Revenue Code of 1986)

(a) The applicant organization is:

501(c)(3) religious, educational, charitable, scientific, literary organizations, and those organized for purposes of public safety testing, national/international sports competitions, prevention of cruelty to animals/children; includes private foundations

501 (c)(4) civic leagues and social welfare organizations promoting community welfare, charitable, educational or recreational activity

501 (c)(5) labor, agricultural, horticultural organizations serving educational purposes intended to improve work conditions, products and efficiency

501 (c)(6) business leagues, chambers of commerce formed to improve conditions in one or more lines of business

501 (c)(7) social/recreational clubs

501 (c)(10) fraternal societies, lodges, associations devoted to charitable purposes

Other *Please specify:*

(b) Check all boxes that apply:

The city of Wilson has the organization's tax determination letter on file.

Attached is a copy of our most recent IRS determination letter.

Our organization has applied for an IRS tax-exempt determination, but has not yet received it. Attached is a copy of our organization's articles of incorporation as filed with the office of the Secretary of State of North Carolina.

Our organization is not incorporated, but is a non-profit association formed for educational or charitable purposes

The person signing this application on the organization's behalf certifies that the information presented in this application is correct and complete; that the applicant organization does not discriminate in its programs or services on the basis of age, race, gender, sexual orientation, familial status or national origin; and that the equipment or funding obtained through the city's donation program will be used for public purposes only and not for the benefit of private individuals.

Applicant (Print): _____ Title: _____

Applicant (Signature): _____ Date: _____

This completed application, equipment request sheet and any additional supporting materials should be submitted by the deadline indicated to:

**Council Committee for Community Project Funding
c/o Richard Williams
Purchasing Manager
City of Wilson
1800 Herring Avenue
PO Box 10
Wilson, NC 27894-0010
Phone: 252/399-2405
Fax: 252/399-2457**