



Grant Request Form

Baker & Taylor Foundation Involvement and Community Assistance Program

Requestor Information (please print or type)

Name of Requestor:			
Telephone:		Email:	
Other Employees Involved: (attach addt'l if necessary)			
Location:			
Amount Requested:		Date Needed:	
Name & Address of Organization for check distribution required:			

Type of Grant: (Select One)- See page 2 for details of each

___ **TEAM VOLUNTEER GRANT:** I (we) request a total of \$_____ for: _____ with assistance from the Baker & Taylor Foundation.

___ **FUNDRAISING MATCHING GRANT:** I (we) plan to make a contribution in the form of: ___ cash ___ check ___ credit card ___ other, to _____ (company/family/foundation) in the amount of \$_____ and would like it matched by the Baker & Taylor Foundation.

___ **COMMUNITY ASSISTANCE GRANT:** I (we) request a grant to assist the _____ community due to the recent crisis of _____ OR Please allocate \$_____ to the _____ in the _____ area.

Volunteer Project/Charitable Organization/Community Crisis Description:

(Please include the website; date of event/function; location; hours volunteered; other essential details.)

Signature(s)

Date

Please send this completed form to:

The Baker & Taylor Foundation
2550 W. Tyvola Road, Suite 350
Charlotte, NC 28217
FAX: 704-998-3313

TEAM VOLUNTEER GRANT

Teams of three or more full-time employees may apply for grants of up to \$2,500 when they offer their time on an ongoing "hands-on" team volunteer project.

FUNDRAISING MATCHING GRANT

When full-time employees or groups of employees raise money for eligible charitable organizations as part of a one-time activity not already supported by Baker & Taylor, the Foundation will match the funds raised, up to \$2,500.

COMMUNITY ASSISTANCE GRANT

Employees may apply for community grants that would help individuals in crisis in their communities. In the event of a major catastrophe affecting more than one community with a Baker & Taylor presence, the Foundation may allocate a pool of funds that can be drawn from for immediate assistance. We may also allocate a larger amount to an organization, such as the American Red Cross, providing assistance on a larger scale. Decisions will vary case to case.

PLEASE NOTE THAT ALL REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL BY THE BAKER & TAYLOR FOUNDATION COMMITTEE. THE FOUNDATION HAS LIMITS AND MAY NOT BE ABLE TO GRANT ALL REQUESTS. THE BAKER & TAYLOR FOUNDATION ONLY ALLOCATES 3-5% OF THEIR FUNDS TO THIS INITIATIVE.