

Dear Applicant for Financial Donations:

The Thrift Shop is a ministry of St. Andrew's United Church which provides gently used clothing and household items for sale at reasonable prices. We use the net profits from our operation to provide financial donations in support of organizations:

- Who work to improve life for individuals and families who are in need,
- Who strengthen the community locally and in the surrounding area,
- Who work with children, families and seniors who have special needs,
- Who assist people who have not found help from another source.

Information you provide on the attached application form will help us understand your organization's projects, goals, financial resources and needs.

Please note:

- Use black pen on application (for ease in photocopying).
- **Your application form MUST include your CRA charitable registration number.**
- **The correct name that your charity is registered under**
- Our application form must be used for all donation requests.
- We only require one application for donation requests per year.
- You may find the application form on St. Andrew's United Church Spruce Grove website (sprucegroveunited.com) under the Thrift Shop tab, pick up a request form at the Thrift Shop or we will send you the form by email.
- Automatic mail out requests are not considered an application.

As of January 1, 2023, we review the applications twice per year, **June and November**. These applications must be received no later than the end of the month prior (May 30 and October 31) review dates.

Donation requests not filled at the first review will be held on file for consideration again later in the calendar year. If successful, you will receive funds following approval at our next monthly meeting.

All decisions regarding funding are made in accordance with the guidelines set out in our Policy & Procedure Manual and are final.

We would appreciate an update on how the funds were used and the benefits your clients received. We would like to share the information with our faithful and dedicated staff and volunteers whose efforts make St. Andrew's Thrift Shop a success.

Thank you.

John Kulych, Manager

for the St. Andrew's Thrift Shop Committee.