



## Bayou Bend Contribution Application

1) State legal name and contact information of organization making contribution request as listed on W-9 and tax letter:

- Name:
- Address:
- Phone Number:
- Email:

2) Name/provide title of initiative, program, or event you would like us to consider funding:

### Organization Legal Status

3) Is your company a 501(c) non-profit organization? If it is not, please indicate the type of organization your company is.

4) Please provide a copy of your organization's 501(c) designation letter:

5) Please provide your organization's Employer Identification Number (EIN):

6) Please provide a copy of your organization's signed and dated W-9 form (the names listed on the W-9 form and tax letter must be the same name:

### About Your Organization

7) Organization's website URL (https:// is required when entering a URL, i.e.: <https://xxxxxxxx.org> or <https://www.xxxxx.org>):

8) What county or parish is impacted or served by your contribution request?

9) Provide a list of your organization's board member list. It must include the members, their company affiliation, and denotes those in the board leadership (chair, vice chair, etc.):

10) Describe your organization and its impact on the community. Also include the year established, and your mission:

11) Briefly describe your organization's relationship history with Chevron, Talos or Equinor. If applicable, include your partnership volunteer history. This could include, but is not limited to, what programs have been funded, and key historical partnership activities. Also include annual funding amount awarded for the previous 3 years (if applicable):



## **Charitable Giving**

**12) Check below which primary focus area your contribution falls under:**

### **Education**

☐ Improve access to quality general education.

☐ Improve access to quality STEM education.

### **Health and Well-Being**

☐ Enhance capacity in local health care around geographic, transportation, infrastructure, and shortages in healthcare and mental health services.

☐ Nutrition education and preventative care

### **Economic Development (Workforce/Business Development)**

☐ Enhance and train the local workforce that positively impacts local jobs, income, and livelihoods via internship, scholarship, apprenticeships.

☐ Promote tourism and culture.

### **Environment**

☐ Protection and education around agriculture and farming.

☐ Enhance environmental projects within the community.

**13) Describe a high-level overview of the initiative(s), program(s), or event(s) for which your organization is requesting contribution support:**

**14) What is the total amount requested for your contribution? \$**

**15) Provide a budget itemizing what the requested funding would be spent on:**

**16) Would any of the contribution be tax deductible? If not, please state this or list the amount that would be tax deductible.**

**17) Would any contribution funding be used for lobbying activities? If so, state the percentage of the funding that is allocated to lobbying activities. If no lobbying activities will be conducted, state that requested funds do not support any lobbying activities.**

**18) If approved, provide a list of benefits received (e.g., branding, tickets, guest speaking engagement, etc.): \*information needed per event**

**a. If funding supports a table, or ticket to event – what is the per plate costs to include meal, beverage, and entertainment associated costs.**

**b. For events, programs, conferences, seminars etc.**

i. Who is the intended audience?

ii. Are you able to provide a list of invites?

iii. Are you able to provide an agenda, run of show, program?



**19) Provide your organization's overall budget (Note this is different than your contribution request budget you listed above).**

**20) Are any other companies supporting this same contribution request with funding or in-kind support? If so, list names of companies and supported amounts.**

**21) If approved, will you leverage any of the funding? If so, explain.**

**22) How does your request align with the primary focus area objectives chosen above?**

**23) Would this project be sustainable without Bayou Bend funding?  
Please explain:**

**24) Is an agency doing media outreach for your organization?**

**25) Provide contact information for your available spokesperson(s) for your organization.**

**26) List contact information for the person in your organization that is the authorized spokesperson(s) to speak to the media?**

- Spokesperson first and last name:
- Spokesperson - business email:
- Spokesperson - office phone number:
- Spokesperson - business cell phone:

**27) Will your organization prepare a press release/media advisory in collaboration with Bayou Bend for the contribution program(s) or event(s)?**

**28) Does Bayou Bend have the opportunity to provide a quote for your press release?**

**29) If known what will be the contribution target media types (broadcast, print, online, social media), & target media outlets?**

**30) What strategies and tactics will your organization utilize to promote your partnership with Bayou Bend, the initiative, program, or event**

**31) Please provide a communications plan that includes the medium, timing and outreach channels for the tactics mentioned above (this may include: social media, print media, broadcast media, ribbon cutting, check presentation, human interest article, television commercial or ad, internet commercial, video or ad, signage/billboard, collateral materials to be distributed, email advertisement or other outreach efforts):**



**32) Please list any hashtags (#) you typically use when posting to social media:**

**33) Please provide social media outlets used by your organization and your social media handle -**

- Facebook page URL:
- Facebook @handle:
- Instagram page URL:
- Instagram @handle:
- Twitter page URL:
- Twitter @handle:
- YouTube channel:

**34) Please provide your event or program website URL(s) if different than the social media links listed above:**