

## DONATION APPLICATION FORM

Please complete the following form and return it to the  
**Chief Public Relations and Communications, Suralco L.L.C.**  
**faxnr: 0323004, e-mail: suralco.llc@alcoa.com or PO Box 1810 Paramaribo- Suriname**

**Note: Please refer to the notes overleaf to enable you to complete this form correctly.**

1. NAME OF ORGANIZATION \_\_\_\_\_
2. POSTAL ADDRESS \_\_\_\_\_
3. IS YOUR ORGANIZATION INCORPORATE? **YES / NO**
4. WHERE IS IT LOCATED? \_\_\_\_\_
5. APPLICANT'S NAME \_\_\_\_\_ POSITION \_\_\_\_\_
6. PHONE NO (S) \_\_\_\_\_
7. DONATION SOUGHT \_\_\_\_\_  
\_\_\_\_\_
8. NEEDED BY \_\_\_\_\_ (DATE)
9. BANK ACCOUNT \_\_\_\_\_
10. END USE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

***In making this application for donation to Suralco L.L.C. I agree, as or on behalf of the applicant, that the funds requested will only be used for the purpose described, and that if the funds are not so used, they will be returned immediately to Suralco. I further agree that as or on behalf of the applicant I will ensure that the elements are achieved.***

Signed: \_\_\_\_\_

*To be used by Public Relations and Communications*

Status: APPROVED / REJECTED / PENDING

Approval date: \_\_\_\_\_

Remarks:

## **APPLICATION FOR DONATION: EXPLANATORY NOTES**

**The following notes are designed to help you complete the details needed on your donation application form.**

**1) NAME OF ORGANIZATION :** What is the applicant organization's or association's full name? Note that Suralco usually donates to organizations rather than individuals, since this widens the community benefit.

**2) POSTAL ADDRESS :** Place address to which you want all correspondence sent.

**3) IS YOUR ORGANIZATION INCORPORATE :** Please state status of your organization.

**4) WHERE IS IT LOCATED?:** Mention the city or district from where you are operating.

**5) APPLICANT'S NAME:** We need to know the name of your association's board member who is making the application, and that person's title. This will usually be the President or the Secretary. The person whose name appears here must accept responsibility for ensuring that the funds are used for the requested purpose.

**6) PHONE NO (S):** Please indicate the day, time and after-hours telephone number of the person making the application.

**7) DONATION SOUGHT :** We need to know precisely what you need. It might be money or it might be something else. Applications based on "as much as we can get" rarely succeed, because they indicate lack of planning. Don't be concerned about asking for too much or too little. A main assessment criterion is how much the community will gain.

**8) NEEDED BY :** When do you need to receive the cheque or materials? Allow sufficient time (one week) for our assessment, and perhaps further inquiry. Many donations sought on an emergency basis rarely succeed, because they indicate that the organization lacks ability in forwarding planning. Forward planning is critical to deliver benefits to your request.

**9) BANK ACCOUNT :** Please state Bank relation and account number of applicant.

**10) END USE :** Briefly describe how the funds or materials will be used. Note that donation funds cannot be used for any other purpose than described here, once the donation application has been approved. If the project does not go ahead, the funds must be returned to Suralco.