Who Is Budco?

Since 1982, Budco has helped companies build strong relationships with their key business and consumer audiences. We do this by creating solutions that encourage dialogue, or two-way communication; the foundation of all successful relationships. We are experts in fulfillment, direct and database marketing, and marketing analytics. We apply in-house resources to develop and execute innovative, end-to-end business solutions that deliver results.

Budco is recognized as the leading fulfillment and direct marketing company in North America. We measure this leadership by:

- Our customers' success
- Attracting and retaining outstanding employees
- Our ability to generate innovative solutions
- Our financial growth

The Budco Giving Fund demonstrates our commitment to our vision.

Budco

Budco
13700 Oakland Avenue
Highland Park, MI 48203

1-888-BUDCO-40
www.budco.com

November 2010

60282_1n1

A donor-advised fund to be administered by HP Devco, Inc., Highland Park, MI

The Budco Giving Fund

"Giving back" to the community by providing financial support to organizations, addressing specific community needs and creating positive change.

Budco established ***The Budco Giving Fund*** in 2000. The goal of the fund is to help Highland Park, MI, become a better place to live and work by enhancing the quality of life of its residents.

The Budco Giving Fund is an important way we "give back" to the community by providing financial support to organizations, thereby addressing specific community needs and creating positive change. The company awards funds to organizations in support of projects and programs that have broad implications in the Highland Park community and among its residents. Budco's goal is to become a major catalyst in strengthening neighborhoods and rebuilding the community.

The Budco Giving Fund Guidelines

Please review the following important information regarding financial assistance from The Budco Giving Fund. If you believe your organization qualifies to receive support, please complete the attached application and return it to HP Devco, 12541 Second Avenue, Highland Park, MI 48203. If you have questions, contact HP Devco for the Budco Giving Fund Administrator at ***(313) 252-0353.***

Grant Priorities/Eligibility

- Organizations located in Highland Park, MI, or that directly impact the Highland Park community or its residents
- Projects or programs that support youth or families in the areas of education, health, social services or arts and culture
- Organizations (block clubs, not-for-profit, non-profits)

What The Budco Giving Fund Does Not Support

- General and administrative expenses
- Contributions to individuals
- Multiple-year requests
- Political interests
- Fund-raising events, such as dinners or walkathons
- Capital or building projects
- Advertising or souvenir booklets for marketing purposes
- Block club activities with a limited audience
- Transportation

Application Requirements

- Complete all questions on The Budco Giving Fund Application
- Include a detailed budget for the project or program needing funds
- Include a copy of your 501(c)(3) letter of determination. Block clubs, include a copy of your block club application or other documentation that verifies your organizations existence
- Mail or deliver application to HP Devco, Inc.

Deciding Criteria

- Project or program conforms to The Budco Giving Fund guidelines and eligibility criteria
- The requested funds clearly support the program's objectives and activities
- The Budco Giving Fund review committee determines that funding the request promotes the objectives of the fund

Typical Value of Award

$100 – $500

Funding is contingent upon resources available in The Budco Giving Fund and is not automatic. Budco reserves the right to discontinue The Budco Giving Fund at any time.

Budco

The Budco Giving Fund

Application

Application Process

Funds are awarded in May/June and October/November. Special requests will be considered throughout the year if resources allow. Organizations are eligible to receive one grant in a calendar year.

Please allow 30 days for a response from The Budco Giving Fund review committee.

Please note: materials provided with the application will not be returned.

Section I – Organizational Information

Officer(s) or Key Leadership (Name, Title and Phone Number)**:**

Mission Statement:

Programs provided by organization:

Describe the area (location in city) and individuals served (i.e., children, adults, etc):

Section II – Project or Event in Need of Funding

Amount Requested $ *(Minimum amount is $100, maximum is $500.)*

Date or dates of Program/Project:

Program/Project – One paragraph overview of Program:

(continued on reverse side)

What is the goal of the program?

_____

_____

_____

What are the objectives of the Program? (List a minimum of three)

1. _____
2. _____
3. _____

What are the measurable outcomes? (i.e., 25 children will be immunized, 10 individuals will attend a workshop, etc.)

1. _____
2. _____
3. _____

Section III – Financial Information

Income Items – List sources of income for your program/project. (You can use this page or create a budget in an Excel spreadsheet and attach.)

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
Total	$ _____

Expense Items – List all the expected costs of your program/project. Also, indicate which items are to be paid by the request. The Budco column should match the requested amount in Section II.

		Budco Request
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____
_____	$ _____	$ _____
Total	$ _____	$ _____

In-kind Support – List any other support for this project such as: donated food, materials, volunteer services, prizes, etc.

_____

_____

_____

_____

Please return completed application to: **The Budco Giving Fund**, c/o HP Devco, Inc., 12541 Second Avenue, Highland Park, MI 48203. For more information, please call HP Devco for the Budco Giving Fund Administrator at **(313) 252-0353**.