

Please include the following support materials with your application.

- Recent literature that may further explain your organization or mission.
- A list of staff and their positions, Board of Directors, Council, Commissioners, Officers, etc.
- A copy of your most recent IRS letter indicating your organization's tax-exempt status or your tax exempt number.
- Your organization's most recent annual report.

Please note, all supporting materials/documents cannot be returned.

Organization: _____

Submitted by: _____

Signature

Date

Thank you for your entry. You will receive a letter of receipt to confirm your submission. If selected, you will be notified within 30 days of our deadline. Selections will be posted on our Web site at www.businessbuildersnet.com/underourwing.



BUSINESS BUILDERS
Focused Marketing and Sales Action to Build Business





THANK YOU FOR YOUR INTEREST IN UNDER OUR WING – a Business Builders’ community outreach program. This program was developed and adopted by our creative staff to help local charity/non-profit organizations in the community with their marketing efforts to make a great impact on the lives in McLean County.

We review requests twice each year, once in February and once in August. To be eligible for the February offering, all submissions must be turned in by January 20. To be eligible for consideration in September, all submissions must be turned in by August 17. Entries must be mailed to:

Business Builders
 Attn: Under Our Wing
 115 E Monroe St.
 Bloomington, IL 61701

GUIDELINES

- You must be a U.S. based 501(c)(3) qualified charitable or non-profit organization located within McLean County.
- We will not support an individual person or family.
- We will not provide support for a political candidate or organization.
- We will not provide financial support; instead, we will give of our talents and abilities to assist organizations.
- We will not be responsible for out-of-pocket costs associated with a project’s creation, such as the printing of materials or Web hosting fees.
- Once projects are completed, they will be owned by the organization for which they were created.
- One organization can be accepted for multiple projects, but only one project will be accepted from the organization in a calendar year.

Describe the work of your organization, briefly addressing the following:

History, goals, and/or mission

Your target population, including geographic location, socio-economic status, race, ethnicity, gender, and/or age

Current programs and/or accomplishments

What type of project do you need assistance with? (circle one)

- | | | |
|-------------|-------------------|------------------|
| Materials | Web Marketing | Public Relations |
| Advertising | Strategy/Planning | |

Please describe, in detail, the project you would like Business Builders’ assistance with along with the specific outcome(s) you hope to achieve.

Project Timeline/Deadline _____

**Feel free to attach additional sheet(s) if more room is needed.