



CHARITABLE DONATION APPLICATION GUIDELINES & REQUIRED ELEMENTS

Online Application: All Applications must be submitted online through our [compliance & grants portal](#).

Only complete applications will be eligible for review by the Grants Committee.

Requests should be submitted as far in advance as possible, no less than 8 weeks prior to the anticipated date of the event or date of need.

You can save your application as a draft and return at a later date to complete and submit for review.

The following items are required as part of the Axogen grant application process and should be prepared prior to beginning the online application process:

- 1) **A formal Letter of request on your organization's letterhead that contains the following information:**
 - Description of the charitable activities
 - Total funds requested
 - How the funds will be used
- 2) **Documentation of IRS 501(c)(3) status (if applicable)**
- 3) **Itemized Budget**
- 4) **Copy of Event Brochure (if applicable)**
- 5) **List of all available sponsorship levels and corresponding funding benefits (if applicable)**
- 6) **Signed W-9 Form (or Certificate of Residency, if out of the U.S.) from organization**

Please Note: The Grants Committee may require additional information to make its decision

Contact Information

Questions? Email the Grants Committee at Grants@axogeninc.com