

**COLONIE CENTER**  
**2019 FOUNTAIN FUND APPLICATION**

TODAY'S DATE \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

ADDRESS OF ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FEDERAL TAX ID #(501C3): \_\_\_\_\_

PLEASE TELL US A LITTLE ABOUT YOUR ORGANIZATION (EX: YEAR FOUNDED,  
SIZE OF ORGANIZATION, MAIN CAUSES, ACHIEVEMENTS, ETC...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*IMPORTANT: PLEASE READ IMPORTANT FOUNTIAN FUND INFORMATION  
FORM BEFORE RETURNING THIS FORM***

Please mail form to: Colonie Center Management Office, 131 Colonie Center Albany,  
NY 12205. If you prefer you may email the completed application to Colleen Severson  
at [cseverson@coloniemanagement.com](mailto:cseverson@coloniemanagement.com). We will contact you with the status of your  
application, once we have had an opportunity to review your request.

**I HAVE READ AND UNDERSTAND ALL FOUNTAIN FUND REQUIREMENTS AND  
PROCEDURES:**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **IMPORTANT FOUNTAIN FUND INFORMATION**

### **REQUIREMENTS**

- Organization must be non-profit and may be required to show proof.
- Donation period runs for one month. Typically, each organization is only eligible for one donation per term.

### **IMPORTANT FACTS**

- Due to the high amount of requests for Fountain Fund donations, a donation period is not guaranteed. We do our best to meet as many requests as possible.
- Please note coins need to be cleaned and/or rolled before being deposited into a bank or financial institution. Please check with your financial institution before handing in your application.
- We do not provide a cleaning or rolling service for the money, nor do we claim any responsibility for the condition of the money.
- Colonie Center will upload charity information to Facebook and place a sign next to the fountain during your month. Please send a logo and a brief description of your charity 2-3 weeks prior to your chosen month.

### **PROCEDURES**

- Colonie Center will notify your organization or contact shortly after successful completion of Fountain Fund application to notify them if a donation period is available, and if so which month it would be.
- Organization must contact Colonie Center within 1 week after chosen month is completed; failure to comply may result in donation forfeited to another charity. We will supply a form that will need to be completed and returned to us.
- Coins must be picked up within 2 weeks of donation period ending; failure to comply may result in donation forfeited to another charity. Coin pick up times are Monday through Friday between 8:30am–4:00pm.
- You must bring 2 gallon-buckets to pick up the coins; we do not provide buckets. We will have personnel to assist in carrying the buckets, if assistance is required.