

Dear Community Partner,

Thank you for your interest in submitting a request to the Mountain Lake Services Foundation. We value our community partnerships and appreciate the important work being done throughout Essex County.

To ensure fairness, transparency, and alignment with our mission, the Foundation has established criteria and a review process for donation and support requests. These guidelines help us steward Foundation resources responsibly while supporting initiatives that promote inclusion, accessibility, and meaningful community impact for individuals served by Mountain Lake Services.

Before submitting a request, we ask that you carefully review the eligibility criteria and expectations outlined in the attached **Foundation Donation/Support Request Form**. Please note that:

- Requests must align with the Foundation's mission and create a positive community impact.
- Funding is limited and subject to an annual budget.
- Requests must be submitted at least 30 days prior to the event or need date.
- The Foundation does not provide direct funding for personal or employee-specific needs.

All requests must be submitted in writing using the attached form, which provides the information needed for review by the Foundation. Submission of a request does not guarantee approval.

We appreciate your understanding and cooperation and thank you for helping us support our mission in a thoughtful and equitable way. If you have questions about the process, please contact the Fundraising and Business Development Manager for guidance prior to submission:

Ellyn Morse, Fundraising and Business Development Manager

[MLSfoundation@mountainlakeservices.org](mailto:MLSfoundation@mountainlakeservices.org)

518-834-1190 ext. 201

Sincerely,

Cathy Leveille, Board President  
Mountain Lake Services Foundation

## Foundation Donation/Support Request Form

*Submit at least 30 days prior to event*

### Requestor & Event

Organization (nonprofit/school/municipal): \_\_\_\_\_

EIN (if nonprofit): \_\_\_\_\_ Website: \_\_\_\_\_

Primary Contact (name/title): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event/Program Name: \_\_\_\_\_

Event Date & Location: \_\_\_\_\_

Preferred Item (if any): \_\_\_\_\_

How will the item/funds be used? \_\_\_\_\_

How does this request align with our mission?

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

Recognition Offered (logo/signage/mention): \_\_\_\_\_

Deadline for commitment/materials: \_\_\_\_\_

Pickup/Delivery details:

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

Additional details about this request (please provide any additional details that will help us review and process your request):

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