

First **Catholic** Slovak Ladies **Association**

Please find the attached convention donation request information. It must be **completed in full** in order to receive consideration for financial assistance at our 42nd Quadrennial Convention in October 2019.

The request must be submitted on your stationery and received at the national headquarters (address below) by April 27, 2019. To ensure that the national headquarters receives your request in time, you may want to send it "return receipt requested" or express mail.

Cynthia M. Maleski, National President
First Catholic Slovak Ladies Association
24950 Chagrin Blvd.
Beachwood, OH 44122

Requests sent by electronic media will be accepted at cynthia@fcscla.org.

If you received a convention donation from our 41st Quadrennial Convention in 2015, the Status Report that was included with your donation check must be on file at the national headquarters in order to apply again. The Status Report consists of the result of your 2015 donation; including updates, resolutions and completion of your project.

The Philanthropic & Scholarship Committee, with the approval of the board of directors, has determined the budget for convention donations will be based on 10% of net income for the four calendar years preceding the convention or 1% of surplus at the year-end prior to the convention, whichever is greater, with a cap of \$1 million.

If you have any questions, please contact Jayne at the national headquarters: jneelon@fcscla.org or (800) 464-4642 ext. 1034.

THE FIRST CATHOLIC SLOVAK LADIES ASSOCIATION

24950 Chagrin Blvd., Beachwood, Ohio 44122

Telephone: 800-464-4642 Website: fcsla.org

2019 CONVENTION DONATION APPLICATION

The First Catholic Slovak Ladies Association will consider applications from those seeking donations for programs/projects that are in keeping with the vision of our Association which is:

Be a Premier Fraternal Benefit Society that offers quality financial products and benefits.

Please address the following items in your application:

1. If funds for a project are requested:
 - a. Describe the program/project in detail, including specific need and duration.
 - b. Include the budget for the program.
2. Who will benefit from the funds requested?
3. Have you attempted to obtain funds for this program / project from other sources?
 - a. If so, from whom
 - b. Did you receive funds from other sources?
 - c. Were you turned down if so, why?
 - d. How much money did you receive to date, from all sources for this project?
4. Have you applied to us before for funds?
 - a. When?
 - b. For what purpose
 - c. How much was given?
 - d. Did you send in follow-up reports?
 - e. When was this project completed?
5. How will reports to be made (regarding the use of the funds) and by whom?
6. If you are requesting more than \$1,000 please provide us with the following financial information:
 - a. If you are a church or other organization, and you have financial statements which have been audited by an outside public accounting firm, you are required to send us copies of the audit reports from the two years prior to our convention year (which should include the audited financial statements).
 - b. If you are a church or other organization, and you are not audited by an outside public accounting firm, send us copies of your internal financial statements (both balance sheet and income statement) for the two years prior to the convention. These statements must be prepared in a format similar to the balance sheet and income statement referenced in part (a) above. Balance sheets should include a listing of all items owned (i.e., assets)

and all debts (i.e., liabilities) as of December 31st of the appropriate year. Income statements should provide a listing of all revenue sources (i.e., income) as well as all expenses for the entire year.

Failure to follow this financial disclosure request will result in a rejection of your donation request.

7. What programs (Religious, social or other events) do you have to promote Slovak / Slavic customs and traditions?
8. Where do you see your organization, church or institution (e.g. are you being considered as a merger partner) in the next ten years?
9. How did you hear about the FCSLA?
10. Are any of your group/members/society members of the FCSLA? Is there an FCSLA Branch in your area?
11. Contact person: Name, address, telephone number
12. If you were to receive a donation from the FCSLA, how would you make a Public Relations statement and to whom?
13. All applications **must be in** the Home Office no later than **April 27, 2019.**
14. To ensure that the home office receives your request in time, you may want to send it “return receipt requested” or express mail.
15. Requests sent by electronic media will be accepted at **cynthia@fcsla.org.**

The First Catholic Slovak Ladies Association has a rich and longstanding history and tradition of philanthropic giving to charitable and educational institutions, especially Catholic religious congregations and houses of formation, Catholic churches and schools, facilities for the aged, and libraries, museums and cultural organizations supporting our Slovak and Slavic traditions and cultures. These donations are awarded at our quadrennial conventions. This application is generally intended to accommodate the entities requesting donations at these conventions.

Usually, individuals do not seek financial assistance at our quadrennial conventions. From time to time, the Association may assist members or others who have suffered dire hardship due to natural disasters or like circumstances by a request made to the home office which may be addressed quarterly by the managing officers. Members may also seek assistance from his or her branch.

*** Use this form when audited financial statements are not available

Balance Sheet
Fund/Financial Position
12/31/2018

ASSETS		LIABILITIES	
Cash/Operating Funds	_____	Loans Payable	_____
Savings & Investments	_____	Mortgage Payable	_____
Real Estate (Buildings, Land, etc.) (Note if cost or market value)	_____	Other Liabilities	_____
Other Assets	_____		
TOTAL ASSETS	=====	TOTAL LIABILITIES	=====
Net Fund Balance (Capital Account) Total Assets less Total Liabilities			<div style="border: 2px solid black; width: 300px; height: 30px; margin: 0 auto;"></div>

Revenue and Expense Statement
Receipts and Disbursement Statement
12/31/2018

REVENUE/RECEIPTS		EXPENSES/DISBURSEMENTS	
Offertory Collections/Donations	_____	Salaries/Compensation	_____
School Revenue	_____	School Expenses	_____
Designated Receipts	_____	Facilities Utilities/Insurance/ Maintenance	_____
Investment Income	_____	Debt/Mortgage Payments	_____
		Other Disbursements	_____
TOTAL REVENUE/RECEIPTS	=====	TOTAL DISBURSEMENTS	=====
Receipts Over / Under Disbursements (Total revenue less total disbursements)			<div style="border: 2px solid black; width: 300px; height: 30px; margin: 0 auto;"></div>

Name of Institution (PRINT) _____

Authorized Signature: _____