

Dear Community Partner:

Rice Fergus Miller takes pride in its level of involvement within the community that supports the firm. We not only work here, but live here too, and want to see our community thrive. Through our Charitable Contributions program, we support a number of organizations and projects that make a difference. Rice Fergus Miller supports organizations in which an employee of the firm has some involvement, especially those which are local to Kitsap County (or have local chapters).

If you wish to submit a funding request, please complete the attached application in whole. Any incomplete applications will not be considered. Completed applications can be sent to Gena Lee at [glee@rfmarch.com](mailto:glee@rfmarch.com) or mailed to:

Charitable Contributions Committee  
Rice Fergus Miller  
275 Fifth Street, Suite 100  
Bremerton, Washington 98337

Our Charitable Contributions Committee meets quarterly to review applications for funding requests. Deadlines for submitting are:

- March 1st
- June 1st
- September 1st
- November 1st

Any application submitted after the deadline will be reviewed at the subsequent committee meeting.

Thank you for your interest. If you have any further questions about our application or process, please contact Gena Lee at [glee@rfmarch.com](mailto:glee@rfmarch.com) or 360-377-8773.

We look forward to partnering with you!

Sincerely,  
Rice Fergus Miller, Inc.

Gena Lee, Associate Principal, Committee Chair  
Interior Designer, NCIDQ , CHID

### 1. Requesting Organization's Information

Name:		Date of Request:	
Date of Activity/Event:		Phone:	
Street Address:		Fax:	
City/State/Zip		Email:	
Contact Person:		Contact Phone:	
Tax ID #:			
History of Organization:			
Organization's Current Operating Budget:		Percent Allocated to Overhead:	
Do you have a Rice Fergus Miller employee involved in your organization?		If yes, who?	What is their role?
Is your organization tax-exempt under Internal Revenue Cod (IRC) Section 501(c)(3) 501C3?		Yes	No

### 2. Description of Purpose, Project or Service Funded

If an event, please indicate name of event, location(s), date(s), event history, expected attendance and reach.

### 3. Benefits of Sponsorship

Examples include: print (magazine, newspaper, brochure), ad, radio, web signage, tickets, access to special events, etc. Please list ad requirements (deadline, dimensions, color or black/white, publication, and contact info) in this section if applicable.

### 4. Total Dollar Amount Requested

Please list all costs Rice Fergus Miller would incur and include payment terms and schedule. Also include sponsorship levels if applicable.

### 5. Other Sponsors

Please list all other sponsors.

## 6. Demographics of Attendees

Please include items such as age, gender, common interests or special issues of target audience, etc.

## 7. Board of Directors

Please list your Board of Directors

## 8. Other Information

## 9. If Rice Fergus Miller has previously funded your organization, please provide an update on those requests and outcomes.

Send completed form to:

Charitable Contributions Committee  
Rice Fergus Miller  
275 Fifth Street, Suite 100  
Bremerton, WA 98337

# CHARITABLE CONTRIBUTIONS FORM