



## **CHANGE FOR CHARITY** **- How to Apply -**

Thank you for your interest in submitting a request to Legacy Village for a donation to your organization or cause. Change for Charity is a program that was created by Legacy Village and receives its funds from the use of the parking meters by its patrons. Therefore, we encourage you and members of your organization to use the parking meters so that this program can continue to sustain itself.

The purpose of Change for Charity shall be to primarily support philanthropic and other charitable purposes in the City of Lyndhurst and contiguous communities. Change for Charity would prefer to donate to more smaller causes rather than fewer larger causes. Change for Charity will also consider proposals that support the merchants of Legacy Village, either with public relations or otherwise.

### **Change for Charity requires the following criteria be submitted in order to consider your request:**

1. Your request must be submitted in one of the following ways:  
Via USPS at: Legacy Village—Change for Charity  
25333 Cedar Road, Suite 303  
Lyndhurst, OH 44124  
  
Via email to: [ChangeForCharity@first-interstate.com](mailto:ChangeForCharity@first-interstate.com)  
  
Via fax to: 216.382.6206
2. Your request must include a detailed outline or summary of how the funds will be utilized. It will also need to specify whether the request is for funding or for a gift card for a fundraiser.
3. Your request must include the dollar amount of the requested donation. No donation amount will exceed \$750. Any donation requests for \$1,000 or more should go to The Cleveland Foundation at the following website at: [http://www.lyndhurst-oh.com/documents/leg\\_vill\\_grant\\_app.pdf](http://www.lyndhurst-oh.com/documents/leg_vill_grant_app.pdf)
4. Your request must be from a non-profit organization and needs to include the organization's tax identification number. If the tax id number is not included on the request you will be automatically be disqualified from receiving a donation.
5. Change for Charity will disburse funds by the 15th of each month. There should be at least 30 days between the date the request is submitted and the date the donation is needed.
6. Your organization must be located within 15 miles of Legacy Village.

If all requirements are not met you may be disqualified for donation disbursement. No organization will receive more than one donation per year. Change for Charity will only contact you if your donation request has been approved.

Should you have any questions, please contact  
The Legacy Village Management Office at  
216.382.3871 & Press 0