## Guidelines for Making Donation Requests

## to Anchorage Gateway Rotary

Anchorage Rotary was established in 1998.

Since that time the members have made significant donations of time and money to many local and worldwide projects. The Board of Directors receives many donation requests each year from area Non-Profit Organizations and Groups.

**Gaming Account**

The ability to provide donations depends upon the financial statement balances within our Gaming Account. This account is also used to disburse scholarships. An annual budget should be approved for scholarship and donation distributions.

**General Requirements:**

Primary Interests for Giving:

Programs that help “at-risk” youth

Literacy

Poverty and Hunger

Violence/Community Safety

Individuals with Disabilities

Programs that help Senior Citizens

We also give to other Programs benefiting:

Children

People with disabilities

Low-Income People

This does not mean that if your request does not fall into one of the aforementioned categories, your request will be denied. However, the closer you are able to fit your request to these categories, the better the chance for approval by the Anchorage Gateway Board of Directors.

In an attempt to maximize the usage of club funds the following requests will not be considered:

Political Fundraising

Ongoing operating expenses

Salaries, benefits or administrative costs of start up programming

Fundraising events that benefit individuals

**Gateway Member Disclosure Statement:**

If you personally, or your organization, receive a contribution of more than $75 for services in return (sometimes called a "gift premium"), you must provide the Board of Directors with a written disclosure statement that includes the following:

* A statement disclosing services and/or relationship to the individual or entity making the donation request, and
* A good faith estimate of the [fair market value](http://taxes.about.com/od/taxglossary/g/FairMarketValue.htm) of the gift premium given to the donor in exchange for the donation. You may use any reasonable method to estimate the fair market value of the premium, as long as you do so in good faith.

**Application Process**

An elaborate application process is not required. Below is the minimum documentation that MUST ACCOMPANY YOUR REQUEST. Note: Failure to include the following items may result in your request being returned for missing information, which will extend the processing time.

A cover letter on your Organizations’ or Groups letterhead stating:

1. The reason for your request
2. The SPECIFIC AMOUNT you are requesting
3. Who will benefit from your Program or Project

Detailed budget for your Program or Project

A list of other Organizations, Groups, or individuals who have already given to your Program or Project.

A brochure or narrative description of your Organization’s or Group’s activities and goals

A list of Officers and/or Directors

Copy of your 501c3 IRS tax status document, if applicable

Optional Application Documents (inclusion will better ensure selection)

Current Organizational or Group Financial Statement

News clippings that highlight your Program or Project

Thank you letters from those you have helped (names may be deleted)

Project you are requesting a donation to support

***In most instances a community partner may be asked to present at a weekly meeting to the Anchorage Gateway Rotary Club to educate us about your project/program***

**Send all information to:**

Anchorage Gateway Rotary, PO Box 141232, Anchorage, AK 99514

**Selection Process:**

Anchorage Gateway Rotary Board Donation Committee meets quarterly and reviews all requests and supporting documentation. At that time the Committee will:

1. Approve the request for Board Authorization
2. Approve the request at a higher or lower amount than requested for Board Authorization
3. Deny the request
4. Return the request for missing information or clarification.

Once the Board of Directors recommends approval for your request, the Depending upon your request, you can expect to hear from use within 30 to 60 days after it is received. We regret we are not able to approve all requests for funding. Receiving a donation from us does not guarantee future funding.