



100 W. Chicago Avenue • East Chicago, IN 46312 • PH: 219-392-4225 • FX: 219-392-4245 • www.foundationsec.org

PROCEDURE FOR SOLICITING DONATION REQUESTS

All donation requests must be submitted in writing using the Donation Request Form that can be found on the Foundations of East Chicago website, www.foundationsec.org.

In accordance with IRS regulations, Foundations of East Chicago, Inc. (FEC) has adopted policies which prohibit releasing funds directly to an individual or a non-501 (c)(3) organization. However, we encourage such individuals/organizations to seek the assistance of a 501(c)(3) nonprofit organization to act as their fiduciary agent.

Donations of amounts \$1000 or less for sponsored events and projects are considered on a case by case basis. Submission of a Donation Request Form does not guarantee funding. The maximum any organization can receive within any given calendar year is \$1000.

Typically, the Board of Directors meets the second Wednesday of each month. The event covered by the Donation Request Form cannot precede funding approval. Therefore, to ensure that a Donation Request will be reviewed in a timely manner, the request must be submitted by the 27th of the month. It is recommended that requests be submitted at least 6 – 8 weeks prior to the event.

Please be sure to include:

- Name of individual(s) or organization seeking assistance.
- Address and contact number of individual(s) or organization seeking assistance.
- Date of program/event.
- Total cost of program.
- Sponsorship amount being requested.
- The request must be accompanied by:
 - any correspondence to support the validity of the request
 - If not a 501 (c)(3), a letter from the 501(c)(3) sponsor stating that they agree to be the fiduciary agent for the individual(s) or organizations.
 - a letter of recommendation from the school principal (for students only)
- Requests submitted by a school must include signature approvals of both the Principal and Superintendent

PLEASE NOTE: ORGANIZATIONS THAT HAVE AN OPEN GRANT WITH THE FOUNDATIONS OF EAST CHICAGO (FEC) WILL NOT BE ELIGIBLE TO RECEIVE A DONATION UNTIL THE YEAR FOLLOWING THE CLOSEOUT OF THE GRANT. FEC MAY, HOWEVER, SUPPORT THE GRANTEE IN THE FORM OF ADVERTISING IN A PUBLICATION OR PROGRAM (I.E. AD BOOKS), NOT TO EXCEED \$200 DURING THE CALENDAR YEAR, OR BY PURCHASING TICKETS.

A completed form is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered again for a specific event or donation amount. Similarly, a request for an amount may be partially supported or rejected.

Adopted: February 28, 2007

Revised & Approved: February 12, 2014

Updated: January 16, 2015

Amended & Approved: December 9, 2015

**FOUNDATIONS OF EAST CHICAGO, INC.
DONATION REQUEST FORM**

Please read our Procedure for Soliciting Donation Request before completing the Donation Request Form. All areas must be filled out completely for the Board to consider your request. The completed form can be mailed to: Foundations of East Chicago, Inc., 100 West Chicago Avenue, East Chicago, IN 46312, Request may also be faxed to 219-392-4245 or emailed to ajimenez@foundationsec.org

Date: _____

Organization Name: _____

Organization Address: _____

Contact Person: _____

Contact Person - Phone: _____

Contact Person - Email: _____

Is your organization a 501 (c)(3) charitable organization? Yes/No

If YES, please attach a copy of your organization's IRS Determination Letter with request.

Fed Tax ID #: _____

If NO, what organization will act as Fiduciary Agent/Sponsor? _____

Please attached letter from Sponsor stating that they agree to be the fiduciary agent for your organization's event, along with a copy of the Sponsoring Organization's IRS Determination Letter.

Briefly state the purpose of your organization:

Date of fundraising event: _____ Total Cost of Program: _____

Amount Requested: _____

Where will the event take place? _____

How many East Chicago Residents will be served? _____

Briefly describe the purpose of your event and budget breakdown of how the funds will be used: