



BARAGA COUNTY CHAMBER OF COMMERCE

1 North Main Street, PO Box 122, L'Anse, MI 49946 • 906.353.8808 • kweenawbay.org

### Donation Guidelines & Request Form

All donation requests made to the Chamber of Commerce will be presented in writing at least one week in advance of a Board meeting. A form will be provided for the request which will require a description of the event's benefits to the community. Recognition of the Chamber's contributions will be asked of all organizations who receive a donation.

Timeline: Donation policy will be sent out to all previous recipients of money in January with a submission deadline of February 10th. Recommendations will be made to the Board, after committee reviews for action at the March meeting. Submissions may be made up until October 15th, if there is money remaining in the budget.

In order to receive the financial support of the Chamber of Commerce, the donation request must be for an event or signage related to an event or activity that brings people to the community. Assistance may also be requested for events that foster business growth or support existing businesses.

All requests must fit within the established budget for the year.

The Chamber will only provide donations, after meeting the above guidelines to members of the Chamber of Commerce or their affiliates.

Name of person soliciting donation: \_\_\_\_\_

Organization: \_\_\_\_\_

Project for which funds are being solicited: \_\_\_\_\_

What are the benefits to the community: \_\_\_\_\_

\_\_\_\_\_

Amount or items requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Is this donation tax deductible? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Internal Use Only

Date Received:	Approved:	Denied:
----------------	-----------	---------