



**D&H Cares is committed to enriching and improving the lives of others by bringing together caring employees who strive to give back and help others in times of need.**

**Giving back to our community comes naturally. We strive to support local organizations who focus on supporting our community and it's residents.**

## **Donation Request Application Guidelines**

**To help us better serve you and our community, please submit requests according to the following guidelines:**

- 1) Complete the attached D&H Cares Donation Request Application.**
- 2) Attach a copy of your organization's federally issued letter certifying non-profit 501 (c)3 status.**
- 3) Be sure to include any/all supporting information in conjunction with your request for consideration.**
- 4) Applications should be submitted at least 8 weeks prior to the date the requested donation is needed.**
- 5) Submit completed D&H Cares donation request application via:**

**EMAIL:** D&HCares@dandh.com    **-OR-**    **MAIL:** D&H Cares 100 Tech Drive, Harrisburg, PA 17112

**REMINDER:** Please be sure to follow the guidance provided on this page to avoid delay in processing your completed application.

**PLEASE NOTE:** Due to budgetary constraints, there are a limited number of donation request applications that D&H Cares is able to approve. Please allow 4 weeks for D&H Cares to provide your organization with a response and/or determination.

### **Frequently Asked Questions**

#### **Which area(s) does D&H Cares Support?**

The address of the non-profit organization and/or event, can be a determining factor when D&H Cares is reviewing the request. Therefore regional Organizations should specify the region, location of the event, fundraiser or program for which their donation is being requested.

#### **Who decides which groups receive funding from D&H Cares?**

All donation request applications are given careful consideration by our dedicated team of D&H Cares committee members.

#### **Which organizations are eligible to receive donations?**

Past support does not guarantee future support. D&H Cares accepts donation request applications from local non-profit organizations with 501(c)3 status. The event, fundraiser or program must serve the local community and/or have applicable tie to D&H Distributing Co. D&H Cares does not donate to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside the D&H Cares region(s). D&H Cares cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program.

#### **What is acceptable documentation of my organization's non-profit status and why is this necessary?**

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

#### **How soon after applying can we expect to hear back?**

All donation request applications are reviewed in the order they are received. To avoid delay in your request being reviewed in a timely manner, please complete the application in its entirety and be sure to include any/all supporting documentation. Due to the volume of applications D&H Cares receives, please allow 2-4 weeks for response and up to 30 days for determination.

#### **How will we know if our donation request application has been approved?**

D&H Cares is committed to reviewing requests in a timely manner and will be in touch with you as soon as a decision is made. If your donation request application is approved you will generally receive notice at least 2-4 weeks prior to the date of your event/fundraiser/program. Due to the volume of requests D&H Cares receives, we ask that you correspond with us about your application status via email whenever possible.



# D&H Cares Donation Request Application

To avoid delays in processing, please complete this application in its entirety as incomplete applications may be returned.

## ORGANIZATION

Legal Name: \_\_\_\_\_ DBA(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_  
Website: \_\_\_\_\_ Non-Profit FEIN\*: \_\_\_\_\_  
\* Must attach copy of 501(c)3 letter

## POINT OF CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell: \_\_\_\_\_

## HISTORY & MISSION STATEMENT OF ORGANIZATION

\_\_\_\_\_  
\_\_\_\_\_

Founded On: \_\_\_\_\_ Founded By/For: \_\_\_\_\_

## DONATION REQUEST

(check all that apply) Gift Card(s) Prize(s)/Raffle Item(s) Volunteer(s) Sponsorship\* Other: \_\_\_\_\_  
(attach sponsorship levels)

Description of requested: \_\_\_\_\_  
(specific products/items being requesting)

## EVENT DETAILS

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Location: \_\_\_\_\_

Please use the space provided below (or attach a short letter) describing how the donation will be used.

\_\_\_\_\_  
\_\_\_\_\_

How are you publicizing your event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What exposure will D&H Cares receive? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How will the contribution of D&H Cares be recognized? \_\_\_\_\_

Have you ever applied for and/or received D&H Cares donation?  No  Yes- Event: \_\_\_\_\_

Have you requested donation from any other Business(es)?  No  Yes - If yes, please indicate below:

Business(es): \_\_\_\_\_

What is your affiliation to D&H? D&H Employee Vendor Local Community None Other: \_\_\_\_\_

Please specify name/details of affiliation: \_\_\_\_\_

## APPLICATION COMPLETION/SUBMISSION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNAL USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

MAIL EMAIL FAX DETERMINATION: \_\_\_\_\_