



*MISSION: D&H Cares is committed to enriching and improving the lives of others by bringing together caring employees who focus on giving back and providing assistance during times of need. Helping our communities comes naturally and we strive to support charitable organizations whose focus is on providing aid and assistance in order to benefit our communities.*

## 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 review and follow the guidance provided on this page to avoid delays in application processing.

**PLEASE NOTE:** D&H Cares Committee meets monthly to review applications received. Budgetary constraints may result in approvals of less than requested amounts and/or denials of requests.

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

Please refer to page one for guidelines. To avoid delays in processing, complete this application in its entirety. Incomplete applications may be returned to originator for additional information.

## 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\* (attach sponsorship levels) Other: \_\_\_\_\_

Description of requested: (Specific items or \$ amount being requested)

## EVENT DETAILS

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

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 Submitted: \_\_\_\_\_