

### Donation Request and Guidelines

Salisbury House Foundation is committed to giving back to our community by donating to events and causes whose primary focus is arts and culture in the greater Des Moines area.

**Salisbury House Foundation (SHF) requires submission of this form and your organization's cover letter 6 WEEKS prior to your event date to be considered. You must provide a donation receipt at the time of pick up if your request is approved.**

**Salisbury House Foundation:**

- Only donates to organizations or events that are a registered 501c3 (IRS designation form may be requested).
- May consider a donation for companies that currently partner with SHF or host corporate functions at Salisbury House.
- Retains the right to provide an alternative donation if approved.
- Does not consider donation requests for political organizations or lobbying groups.
- Limits donations to 1 per organization in a 12-month period.

**Submission of this request does not guarantee a donation.**

Your Name \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Organization Address \_\_\_\_\_

Event Date \_\_\_\_\_ Event Name \_\_\_\_\_

Projected Attendance (# of people) \_\_\_\_\_ Donation Request \_\_\_\_\_

Describe the event if no cover letter is attached: \_\_\_\_\_

\_\_\_\_\_

Has SHF donated to this event in the past? \_\_\_\_\_ If YES, when? \_\_\_\_\_

How would Salisbury House be promoted at your event? \_\_\_\_\_

\_\_\_\_\_

Other information which you feel we should consider: \_\_\_\_\_

**You will be contacted by SHF within 3 weeks of your submission, if your donation request has been approved. Please acknowledge that you have read and understand the guidelines outlined above, and that your organization meets our guidelines as stated, by signing below.**

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