

Donation Request and Guidelines

Salisbury House Foundation is committed to giving back to our community by donating to non-profit 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 3 WEEKS prior to your event date to be considered. You must provide a donation receipt if your request is approved.

Salisbury House Foundation:

- Only donates to organizations or events that are a registered 501c3 (if new donation, IRS designation form required).
- 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. Return completed form to contactus@salisburyhouse.org.

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