

CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for Historic Hotel Nichols to consider your request.

Organization: _____ Date: _____

Organization's Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable.
- A list of key staff and titles and current Board of Directors including officer status, if applicable

Contact person's relationship to the organization:

Employee _____ Volunteer _____ Paid Worker _____ Fund Raiser _____

What services are rendered by your organization? _____

What percentage of the donation will be used to help low to moderate income individuals or families? _____

How will this donation be used? _____

What kind of advertising/signage and recognition will Southbridge Savings Bank receive, if any? _____

Are there any other financial institutions donating at this time? If so, please list. _____

Why type of contribution are you seeking? (check one)

_____	Monetary \$ _____ (please be specific)
_____	Historic Hotel Nichols Promotional Item(s) Desired Items: _____

By what date do you need the contribution? _____

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.

Does your organization do business with Historic Hotel Nichols? _____

To whom should the check be made payable? _____

Signature of Organization's Officer: _____

Within 30 days following the event, please provide a letter or program showing how funds were used and the benefits the Hotel received.

Internal Use Only

Req. Number: _____ Date of Review: _____ Approved: _____ Denied: _____

Conditions:

CHARITABLE DONATIONS POLICY

Historic Hotel Nichols is committed to supporting causes that improve the quality of life for the residents of South Haven and Southwest Michigan. The Hotel frequently makes donations of cash, goods, or services to local schools, civic groups and church groups in the communities it serves.

All parties requesting financial support from the Hotel must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available on the Hotel's website; all required documentation should be submitted to the Bank following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by the Charitable Donations Committee.
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in South Haven/Southwest Michigan.
- Money donated will be spent in South Haven/Southwest Michigan.
- Money donated will directly benefit the residents of South Haven/Southwest Michigan.
- Money donated will benefit a significant group of people (as opposed to a single person).
- The Hotel receives recognition for its donations.

The Hotel does not make charitable donations to for-profit organizations. For-profit organizations seeking sponsorship may submit requests which will be evaluated by the Hotel on a commercial basis for the advertising and marketing benefit such sponsorships would provide to the Hotel.

In order to accommodate contribution requests, the Hotel may choose to donate promotional items that could be used by the requesting party.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email:

Historic Hotel Nichols
Attn: Charitable Donations Committee
201 Center St.
South Haven, MI 49090
Email: southhavenlodging@gmail.com

Please direct questions regarding Historic Hotel Nichols' Charitable Donations Policy to Nick Nevins at (269) 637-8725 or email southhavenlodging@gmail.com.