



DONATION & SPONSORSHIP POLICY - APPLICATION

STATEMENT OF DONATION & SPONSORSHIP POLICY

POLICY OBJECTIVES AND OPERATING GUIDELINES

***Please carefully review the following request procedure:**

See Pages 2-4 for Non-Tribal Donations

See Pages 5-6 for Tribal Donations

Application and a written request letter should be submitted to:

Meskwaki Bingo Casino Hotel:
General Manger Office for Tribal
S&M Office for Non-Tribal
1504 305th Street
Tama, IA 52339
Email: donationrequests@meskwaki.com

All proposals must be in writing, concise, and contain the following information:

- Full name of individual or company
- Telephone number
- Email
- Complete mailing address
- Website address (if applicable)
- Name and title of contact person
- State or local affiliations
- A brief summary of the organization, including a clear description of its purpose or mission, those who benefit from it, and the geographic area in which it operates.
- Details of the event, including its date, purpose, expected attendance and beneficiaries
- Specific sponsorship request (ex: donation amount, auction items desired)
- Names of any Tribal Employees who are associated with the organization
- Details of how the Tribe will be recognized

Community Sponsorships/Donation Overview

Meskwaki Bingo Casino Hotel is dedicated to developing community ties through financial participation and active involvement with Local and Tribal Nation Charitable causes and events. This program is designed to assist organizations by providing support, enhance quality of life and focus on the needs of the communities in which we live and do business. Involvement in an event should develop good will and sound relationships with charitable and civic organizations and strengthen the Tribe's ties with the community.

Funding Categories

The Tribe is committed to community involvement supporting Local and Tribal Nation Charitable causes. The Tribe seeks to support causes and charities traditionally supported by the Meskwaki Nation, as set forth under guidelines below.

Process

Sponsorship and donation requests from requesting organizations within our market and community will be reviewed by the Tribal Council monthly. When a request is received, notification of receipt will be sent to the contact person specified by the requesting organization. When the reviewed process is complete, we will notify the requesting organization or individual of our decision.

Non-Tribal requests for sponsorship/donations need to be submitted at least **sixty (60) days before the event or donation deadline; with a minimum request being (21) days**. The Tribe receives many more requests for funding than it can support. A decision to decline a request does not imply that the applicant's program is not needed or valued, but simply that it does not fall within our giving guidelines or priorities, or that funds are not available.

Operating Guidelines

Donations requests will be considered only if your organization meets the following criteria:

- The Tribe will require proof that the organization making the request has obtained nonprofit status by virtue of being a Federal or tribal 501 (c) (3) nonprofit organization, 501 (c) 4 social welfare organizations or 501 (c) (6) business league; otherwise, the organization must complete a W-9. In either event, the requestor will be required to complete a Release and Waiver form if the request is granted.
- The Tribe will support educational programs that will assist in developing skills to create a better workforce for the Meskwaki Community.
- The Tribe will support programs that address the mental and physical health issues that impact the Meskwaki Community.
- The Tribe will support programs that impact on the protection and preservation of natural

resource issues that impact the Meskwaki Community.

- The Tribe will support issues, programs, and events that are aligned with the cultural, social responsibility and business goals of the Meskwaki Community. Each request will be individually evaluated for the positive impact it will have on the Community.
- Tribal funds cannot be used or funded for 501 (c) 4 organizations unless the Tribal Council is fully satisfied that the contribution has specific interest that will support Tribal community issues.

Unless a Waiver is granted by the Tribal Council, the Tribe will not support the following:

- Social, labor, alumni or fraternal organizations (with the exception of American Legion or other Veteran's Organizations)
- Political causes, candidates or legislative lobbying efforts
- Recreational, sporting events or athletic associations
- Requests that impact only a few individuals or that might set a precedent in supporting controversial events
- Religious organizations

Each request meeting our requirements will be reviewed individually and give equal consideration. Please carefully review these guidelines to ensure your request meets the requirements prior to submission.

Any request for a donation either in cash or in kind (i.e. playing cards, magnets, key chains or other promotional items) either by an individual or organization which totals less than \$500 **(limited to fiscal year budgeted amount only)** may be approved or disapproved by the Chief Executive of each entity (Tribe or Casino) and does not require approval by the Tribal Council (see below entity to entity). A report must be submitted to the Tribal Council on a monthly basis of all approved sponsorship/donations.

Tribal Entity to Entity

Objectives

In an effort to better accommodate the Tribal entities for Donations/Sponsorship type requests, The Tribal Council approves the following:

Entities are defined as but not limited to:

Tribal Center, MMS, Senior Center, Family Services, Clinic. MADAC, etc.

Events are defined as but not limited to:

Tribal Operations Picnic, Community meetings, MADAC events, MMS Boosters, Pow Wow(s), etc.

Some of the requests Meskwaki Bingo Casino Hotel General Manager can approve for Entity to Entity:

1. Hotel Stays to accommodate events being held wherein an outside person is involved with the event being held by one of the Tribal Entities
2. Vouchers/Coupons for door prizes/drawings at an event for one of the Tribal Entities.
3. Meals/Beverage requests for events for one of the Tribal Entities.
4. T-Shirts, Meskwaki Pens, etc. to be used as door prizes/drawings at an event for one of the Tribal Entities.
5. Used Decks of Cards to be used at one of the Tribal Entities.

Monetary requests will not be approved within this policy. All monetary requests will go through the already established Donation/Sponsorship program. (See above)

Operating Guidelines for Tribal Donations

The General Manager's office is the point of contact for all Entity-to-Entity requests. All requests will be sent to the General Manger [or assignee via email – application]

Application requests can be sent and must outline the entire reason for the request. The application will be printed, signed by the General Manager; if a monetary donation the application will also be signed by the Executive Director of the Tribe, and kept as documentation that the request is approved/denied. The General Manager or his assignee will email back stating if the request was approved and will state that we will move forward with the request.

Requests will have a limit of not to exceed \$500 in value per this policy.

Requests will have a limit of one per year - for similar events per this policy.

If you know that your Entity has events that are held each year, it is recommended that those events be calculated into your year budgets and approved by Tribal Council.

All requests will require a **30-day notice prior to the event** in order for the casino to process.

Meskwaki Bingo Casino Hotel
APPLICATION FOR CHARITABLE DONATION

Please print. ALL information must be completed before application is considered.

Please check which your donation application falls under:

Tribal Non-Tribal

Date of Request: _____

Organization Name: _____

Street Address: _____

Mailing Address: _____

Contact Name: _____

Contact Phone Number(s): _____

Email: _____

Has your organization applied for funding support from the Tribe within the past twelve months?

Yes No

Are you an approved vendor of Meskwaki Bingo Casino Hotel?

Yes No

Mission of your organization

Members of your governing body including addresses and primary contact person:

Describe your organization's purpose and activities (attach additional information as appropriate):

For what purposes will the funds be used?

What is the amount of donation/funds you are seeking from the tribe?

What other funding sources have you sought out?

What was the outcome:

Provide proof of nonprofit status OR complete the W-9 tax form attached

All funded projects will be **REQUIRED** to send **a report within 30 days upon completion of the funded project**, informing the Tribe whether or not the stated guidelines have been met. Does your organization agree to comply with this requirement: Yes_ No _

Non-compliance of reporting requirements will disqualify awardees of all future funding requests.

The applicant understands that the information collected on this form is to allow the Tribe to evaluate its request for financial support. The Applicant further understands that the information collected will be used and disclosed as may be reasonably necessary by the Tribe to assess and approve such requests and consents to the collection, use and disclosure of such information for that purpose only.

Signature of Applicant:

Date
