



FY2020 Donation Requests from the Oneida Nation

The Oneida Nation and the Finance Committee provide this Donation Packet for your reference /use. The Finance Committee has a limited amount of funds for distribution to organizations that directly serve the Oneida people and Community. The FC has designated that all donation requests from the following groups can be accepted for review:

1. Not-for-Profit Charitable Groups
2. Oneida Affiliated Veteran's Groups
3. Social /Environmental Sponsored Groups
4. Special Funded Groups

Requestors who represent a qualified 501(c)(3) organization and are seeking donations may complete a Donation Request Form specifying the nature of request. This should include a budget; what request will cover; how funds will be used; date needed; and a copy of organization's non-profit status.

The maximum amount a group can request for Fiscal Year 2020 (Oct. 1, 2019 through September 30, 2020) is \$2,500.00. Requests are reviewed by the Finance Committee on a first come, first served basis at their second meeting of each month. Enclosed in this packet is the submission/review calendar, instructions and request form.

Please contact Denise Vigue in the Finance Administration Office at 920.869.4325 if you have any further questions or e-mail your questions to FAO@oneidanation.org. Thank you for your interest in a donation from the Oneida Nation.

Sincerely,

Oneida Finance Committee,

ONEIDA NATION

FY2020
Finance Committee Meeting Dates
for Donation Requests
(2nd FC Meeting of each Month)

***Due Date for Requests**

October 7, 2019

November 12, 2019 (Tues.)

December 9, 2019

January 6, 2020

February 10, 2020

March 9, 2020

April 6, 2020

May 11, 2020

June 8, 2020

July 6, 2020

August 10, 2020

September 7, 2020

FC Meeting Date

October 14, 2019

November 18, 2019

December 16, 2019

January 13, 2020

February 17, 2020

March 16, 2020

April 13, 2020

May 18, 2020

June 15, 2020

July 13, 2020

August 17, 2020

September 14, 2020

* All completed Donation Requests are to be received by noon of the due date. Please E-Mail request in one in PDF document to: FAO@oneidanation.org.

Please Note: All Donation Requests must be received by the FC for review at least Six Weeks before actual event/need. All information on the Request Form must be filled out completely or the request will be returned to sender to complete which could further delay review. The check for all approved donation requests will be made out to the group not to individuals.

INSTRUCTIONS FOR COMPLETING THE DONATION REQUEST FORM

PART 1. - CONTACT INFORMATION:

- Legal name of group must be clearly spelled out
- Name and title of requestor, business telephone and e-mail
- A physical address of the group must be provided (not a P.O. Box number)
- Groups are required to provide a copy of their Federal Identification Number (EIN)

Donation Request Summary:

- Provide one sentence of what the proposed project or event is for funds being requested
- Include date(s) of event and date funds are needed

Financial Information:

- Total dollar amount being requested and total amount of the cost for the event
- A required matching contribution of 10% from the group for specific event/project must be clearly explained (provide receipts as necessary)

Requestor Authorization:

- The requestor who is authorized to request funds/services on behalf of the group/organization; to provide information as to how group is related to the Oneida Nation's philosophy and mission.
- Requestor printed name and signature are required to complete the form.

PART 2. - REQUEST NARRATIVE:

The requestor narrative asks for information about the requesting group; other activities related to fundraising for event; and how event/activity directly benefits Oneida tribal members and or the Oneida Nation.

ADDITIONAL INFORMATION REQUIRED

- Provide flyers /pamphlets /brochures or other written information about the Requestor's agency and or organization including current event/activity
- Provide budget related to this request. Include information on 10% matching contribution from agency and or organization
- Provide latest annual financial statement of agency and or organization.
- Attach documentation from other sources related to this request. For example, any letters of reference, letters of funding or denials.
- Provide copy of group/organization's 501(c)(3) non-profit status.

FY 2020



Part 1 – DONATION REQUEST FORM

Date of Application: _____

This is a request for: ☐ Donation ☐ Sponsorship (check one)

CONTACT INFORMATION

Legal name of the organization according to the IRS [as it appears on most recent 501(c)(3)]

Federal I.D. #

Requester's Name / Title

Telephone

E-Mail

Address of Organization

City

State

Zip

DONATION REQUEST SUMMARY

Brief one-sentence purpose and or description

Date of Event /Activity: _____

Date Funds Needed: ____/____/____

FINANCIAL INFORMATION

Total Dollar Amount being requested: \$ _____

Total Amount of Matching funds or in-kind contribution: \$ _____ (attach information)

Total Amount of Event: \$ _____

REQUESTOR AUTHORIZATION

Affiliation of Requestor to the Oneida Nation

Printed Name of Authorized Requestor

Signature

Part 2 – REQUEST NARRATIVE

Date of Application: _____ Name of Requestor: _____

Please include in a few sentences' information about:

1. The Organization of the Requestor. Include a brief summary of the history of the organization, its goals, activities, mission, accomplishments and current challenges. _____

2. What other sources /organizations /agencies were contacted regarding this request and the results? _____

4. Describe the direct benefit of this request to the Oneida Community and Tribal Members: _____

* * For Office Use Only * *	
Date Received: _____	Date for FC Review: _____
Fund Distribution Purpose (type of request): _____ Annual Donation _____ Special Event _____ Sponsorship	
Quarter of Review: _____	Request Number Assigned: <u>FY20-</u> _____
NOTES: _____	
Form: FY20 FCD	