



# CHARITABLE DONATION REQUEST FORM

All following information is required in order for SANG Community Enhancement Foundation to consider your request.  
Thank you for your co-operation.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization's Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Please make sure your proposal includes the following information:

- A description of your organization and/or executive summary. Please provide some background information of your organization.
- A rationale for your request.
- A budget for money desired.

What services are rendered by your organization? \_\_\_\_\_

\_\_\_\_\_

How will this donation be used? \_\_\_\_\_

\_\_\_\_\_

What kind of advertising/signage and recognition will SANG Community Enhancement Foundation receive, if any?

\_\_\_\_\_

Are there any other organizations donating at this time? Is so, please list. \_\_\_\_\_

\_\_\_\_\_

What type of contribution are you seeking?

Monetary \$ \_\_\_\_\_ (please be specific)

Other \_\_\_\_\_

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.*

To whom should the cheque be made payable? \_\_\_\_\_

Printed Name of Organization's Officer: \_\_\_\_\_

Signature of Organization's Officer: \_\_\_\_\_

*Within 30 days following the event, please provide a letter or program showing how funds were used and pictures of event.  
If the event is postponed/cancelled or the scope of the project changes, funds must be returned. By signing this, you agree to these conditions.  
This information is confidential and will only be shared with the SANG foundation.*

**Internal Use Only**

Date of Review: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Conditions:

# CHARITABLE DONATIONS POLICY

SANG Community Enhancement Foundation aims to provide financial aid, donated skills and material to enhance the social well-being of local groups and individuals of the greater franchise area. The vision of SANG Community Enhancement Foundation is to promote excellence and equity in local communities. Our work will be guided and informed by our beliefs and commitments to: Inclusiveness - we respect people, value diversity and are committed to equality. Participation - we value and recognise the contribution of volunteers within organisations and communities.

All parties requesting financial support from the SANG Foundation 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 at the SANG office and on our website; all required documentation should be submitted to the SANG Community Enhancement Foundation following the directions provided below.

## **Contributions Policy**

- The organization must also be a 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 rationale and budget.
- Complete proposals will be considered monthly by the SANG Foundation Board of Directors.
- 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 Lac Ste. Anne County and direct surrounding area.
- Money donated will be spent in Lac Ste. Anne County and direct surrounding area.
- Money donated will directly benefit the residents of Lac Ste. Anne County and direct surrounding area.
- Money donated will benefit a significant group of people (as opposed to a single person).

The SANG Foundation does not make charitable donations to for-profit organizations.

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

SANG Community Enhancement Foundation  
Attn: Valere Leifso  
P.O. Box 600  
Onoway, AB  
T0E 1V0

Please direct questions regarding SANG Community Enhancement Foundation Charitable Donations to Valere Leifso at 780-937-7940 or email [vleifso@steannegas.com](mailto:vleifso@steannegas.com).