



Commissioner Bruce Holmes Youth Foundation

COMMISSIONER BRUCE HOLMES YOUTH FOUNDATION

"It is easier to build strong children than to repair broken men" ~Frederick Douglass

Charitable Contribution Request Form Checklist

Please use the *Charitable Contribution Request Form* for all requests for support of organizations and events. Before you make your request, make sure your request meets the criteria set forth on the *Charitable Contributions tab at CBHYF* web page. Allow 60 days for a decision and processing.

To speed processing of your request, please follow these steps...

1. Review the *Funding Criteria* set forth on the web page to make sure your non-profit organization is eligible for consideration.
2. Prepare your request including the attached form and the following information on your organization's letterhead:
 - Concise statements about the fundraising event and your non-profit organization including programs, need, management, goals, and a record of accomplishments
 - How the proceeds will be used
 - Specific amount requested from CBHYF
 - If request is greater than \$500, include proof of tax-exempt status
3. Mail or email your request package and form to:

Commissioner Bruce Holmes Youth Foundation
P.O. Box 2563
Stockbridge, GA 30281

Or email your package to info@cbhyf.org

What you can expect

- Expect a decision within 30 days of our receipt of your request.
- Expect funding of approved requests within 60 days of our receipt of your request.

Because CBHYF is a not-for-profit organization and our financial resources are limited, we cannot accommodate all eligible requests we receive. Therefore we will review each request carefully and grant support based on our financial ability as well as supporting those organizations whose mission and values best meet our community involvement objectives.



Charitable Contribution Request Form

Prior to completing this form, please refer to *CBHYF's Charitable Contribution Guidelines* on the CBHYF website at www.cbhyf.org to determine if your organization qualifies for consideration.

Date of Request:

Date Funds Needed:

Legal Name of Organization:

Street Address:

City:

State:

ZIP:

Name of Contact Person:

Title:

Phone:

Email Address:

Fax:

Does this organization have a non-profit tax-exempt classification under Section 501(c) (3) of the Internal Revenue Code? YES _____ NO _____ Include proof of status if requesting \$500 or more.

Date of Event if applicable:

Amount Requested: \$

Name of Event:

Charitable Giving Guidelines

CBHYF aspires to establish youth development programs and partnerships which help young people reach their fullest potential.

Funding Priorities

Due to the overwhelming number of requests CBHYF receives, these guidelines are meant to assist organizations in understanding the foundation's charitable priorities.

Charitable Contribution support is focused on these areas:

- 1) **ATHLETICS:** *CBHYF seeks to support programs or organizations that promote sports and physical activity as a way to improve health and well-being, that utilize team building to develop healthy minds and bodies, in the young people served*
- 2) **EDUCATION:** *CBHYF seeks to support programs or organizations that promote learning as a road that our kids will follow in reaching their full potential in life. We also support educational programs that promote abstaining from activities which pose negative and self-destructing consequences.*
- 3) **HEALTHY LIVING:** *CBHYF seeks to support programs or organizations that understand that wellness is essential for success, programs that promote good choices, such as selecting nutritious foods, participating in regular activity or exercise, managing stresses, and staying away from those practices which pose harm to our being. CBHYF supports youth friendly educational programs, materials, and activities designed to promote and support healthier eating habits, disease prevention, and overall health and wellness.*
- 4) **LEADERSHIP:** *CBHYF seeks to support programs or organizations that develop Good leaders through a never ending process of self-study, education, training, and experience. CBHYF promotes organizations and programs that help the youth of our community to become leaders and responsible caring citizens by developing skills and providing opportunities for service and growth.*

Some Examples of What We Fund

- Organizations that our Volunteers or Board Members have volunteered with and have been supported by the Foundation
- Educational support for students such as tuition assistance, travel assistance or books.
- Partners in Education
- Programs that promote Health Living
- Programs that foster Leadership
- Programs that support Youth Development
- Organizations that create sustainable community improvement
- Recreational, sporting or athletic associations

Generally Ineligible Requests

When evaluating requests, CBHYF. will generally not support the following:

- Organizations that have not been granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code if requesting more than \$500 based on a non-profit request
- Organizations that are actively engaged in highly controversial issues or use controversial tactics to advocate their position. A controversial issue is a serious matter for which different segments of the community have strong opposing positions and that has an impact on society or its institutions.
- Organizations serving a limited constituency
- Organizations that operate or support activities that are counter to the mission and values of CBHYF.
- Organizations that discriminate in the provision of services unlawfully or in a manner inconsistent with CBHYF's mission and values on the basis of race, religion, color, sex, national origin, age, marital status, mental or physical ability, or sexual orientation

CBHYF reserves the right (in its sole discretion) to change, suspend, revoke or terminate its charitable giving at any time, without advance notice, and to make the final determination of the eligibility of all organizations.

Approval/Committee Process

CBHYF's approval process is intended to ensure fair and consistent practices in the charitable funding guidelines and ensure that we review all requests and make decisions based on our mission and values.

Once a Charitable Contribution Request Form has been received, the Secretary will forward the package to the Board of Directors.

The Board of Directors will meet within 1 week of receiving the request and take a vote to determine if the request will be approved. If a Board Member is not available for the vote, a Quorum will be considered sufficient to continue with the process.

All requests are subject to the CBHYF Charitable Contribution Guidelines.

In addition to the guidelines, approval can only be granted to those requests that meet the following:

- Meets the requirements of at least one of our focus areas
- Meets the requirements of at least two of our potential funding options

Approved request will be notified in writing within 30 days of receiving the requests and per the policy if granted approval funding will be provided within 60 days of receiving the request.

All request approvals are ultimately required to be approved by the Treasurer and Chair based on availability of funding.