



**MISSION:** D&H Cares is committed to enriching and improving the lives of others by bringing together caring employees who focus on giving back and providing assistance during times of need. Helping our communities comes naturally and we strive to support charitable organizations whose focus is on providing aid and assistance in order to benefit our communities.

## Donation Request Application Guidelines

To help us better serve you and our community, please submit requests according to the following guidelines:

1. Complete the attached D&H Cares Donation Request Application.
2. Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.
3. Be sure to include any/all supporting information in conjunction with your request for consideration.
4. Applications should be submitted at least 8 weeks prior to the date the requested donation is needed.
5. Submit completed D&H Cares donation request application via:

**EMAIL:** D&HCares@dandh.com -OR- **MAIL:** D&H Cares 100 Tech Drive, Harrisburg, PA 17112

### IMPORTANT NOTES

- Please review and follow the guidance provided on this page to avoid delays in application processing.
- The D&H Cares Committee meets monthly to review applications received.
- Budgetary constraints may result in approvals of less than requested amounts and/or denials of requests.
- Please allow 4 weeks for D&H Cares to provide your organization with a response and/or determination.

## FREQUENTLY ASKED QUESTIONS

### Which area(s) does D&H Cares Support?

The address of the non-profit organization and/or event, can be a determining factor when D&H Cares is reviewing the request. Therefore regional Organizations should specify the region, location of the event, fundraiser or program for which their donation is being requested. All donation request applications are given careful consideration by our dedicated team of D&H Cares committee members.

### Which organizations ARE eligible to receive donations?

D&H Cares accepts donation request applications from local non-profit organizations with 501(c)3 status. The event, fund raiser or program must serve the community and/or have an applicable tie to D&H Distributing. Charitable organizations who fully support Diversity, Equity and Inclusion (DE&I) are an important element in the decision-making process.

### Which organizations would NOT be eligible to receive donations?

D&H Cares does not donate to individuals or individuals seeking pledges. D&H Cares cannot make donations directly to schools including PTAs, political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program and the check is written to a 501(c)3 organization directly in support of the program.

Past support does not guarantee future support.

### What is acceptable documentation of my organization's non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

### How soon after applying can we expect to hear back?

All donation request applications are reviewed in the order they are received. To avoid delay in your request being reviewed in a timely manner, please complete the application in its entirety and be sure to include any/all supporting documentation. Due to the volume of applications D&H Cares receives, please allow up to 4 weeks for a response and up to 30 days for determination.

### How will we know if our donation request application has been approved?

The D&H Cares Committee meets monthly to review requests. After the committee meets, requesters are notified of decisions. If your donation request is approved, you will generally receive notice at least 4 weeks prior to the date of your event/fund raiser/program. Due to the volume of requests D&H Cares receives, we ask that you correspond with us about your application status via email whenever possible.

*Thank you.*

Updated 1/2023



# D&H Cares Donation Request Application

Please refer to page one for guidelines. To avoid delays in processing, complete this application in its entirety. Incomplete applications may be returned to originator for additional information.

## ORGANIZATION

Legal Name: DBA(s):  
Address: City: State: Zip:  
Website: Non-Profit FEIN\*:  
*Must attach copy of 501(c)3 letter*

## POINT OF CONTACT

Name: Title:  
Email: Fax:  
Phone: Ext: Cell:

## HISTORY & MISSION STATEMENT OF ORGANIZATION

Founded On: Founded By/For:

## DONATION REQUEST

Check all that apply

Gift Card(s) Prize(s)/Raffle Item(s) Volunteer(s) Sponsorship\* Other:  
*(attach sponsorship levels)*

Description of requested: (Specific items or \$ amount being requested)

Does your charity have a DE&I Mission Statement? No Yes, If Yes, please include below:

## EVENT DETAILS

Date(s): Time: Expected Attendance:

Location:

Use the space provided below *(or attach a short letter)* describing how the donation will be used.

Provide how the event will be publicized and the anticipated exposure for D&H Cares:

Have you ever applied for and/or received D&H Cares donation? No Yes, Event name:  
Have you requested donation from any other Business(es)? No Yes, if yes please indicate below

What is your affiliation to D&H? D&H Employee Vendor Local Community Other:  
Please specify name/details of affiliation:

## APPLICATION COMPLETION/SUBMISSION

Name: Title:  
Phone: Ext: Email:  
Signature: Date Submitted: