



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.

Who decides which groups receive funding from D&H Cares?

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. D&H Cares does not donate to individuals, individuals seeking pledges, multiple requests from the same organization for the same cause during the a calendar year. D&H Cares cannot make donations directly to schools, 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.



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, ST, 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)*

Is the donation request related to Diversity & Inclusion efforts? No If Yes If Yes, please describe 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: _____

Have you requested donation from any other Business(es)? No Yes - If yes, please indicate below:

Business(es): _____

What is your affiliation to D&H? D&H Employee Vendor Local Community None Other: _____

Please specify name/details of affiliation: _____

APPLICATION COMPLETION/SUBMISSION

Name: _____ Phone: _____ Ext: _____

Title: _____ Email: _____

Signature: _____ Date Submitted: _____