



# Contribution Guidelines

## STATEMENT OF PURPOSE

Sturdy Savings Bank is committed to serving Cape May County and the City of Somers Point, its residents and to their economic and cultural growth. We support community groups and activities, and encourage Sturdy Savings Bank employees to become actively involved in their communities.

In addition to employee involvement, Sturdy Savings Bank contributes funds to community organizations and events. Donation requests can be accepted at all of our branch locations. The Bank's Donation Committee meets weekly to review all requests. To allow adequate time for consideration, the Bank should receive requests at least 30 days before the actual need for funding.

## QUALIFICATIONS

Sturdy Savings Bank has developed a set of guidelines to help evaluate requests for support and contributions. Requests will be considered from organizations and residents in five general categories:

- Community or public service;
- Health and education;
- Arts and humanities;
- Youth and senior citizens; and
- Affordable housing

Requests for support will not be considered from:

- Organizations and events that do not benefit the residents of the communities we serve in Cape May County and the City of Somers Point

## HOW TO APPLY

Organizations applying for a donation should submit a completed *Donations Request Application* along with a copy of the organization's current Mission Statement, primary purpose designation, program and/or literature. **In addition, a properly completed and executed W-9 Form must be included with this application.** The *Donation Request Application* can be obtained online at [www.sturdyonline.com](http://www.sturdyonline.com) or at any Sturdy Savings Bank branch.

When completing the *Donation Request Application* form, make certain that the following information is clearly identified:

- Description of the organization, including its history, purpose and proposed project;
- A statement of need; and
- Primary purpose of donation request.

Please return the completed application and documentation to any of the Bank's branches; or mail to Sturdy Savings Bank, Marketing Department, 506 South Main Street, PO Box 900, Cape May Court House, NJ 08210.

**IMPORTANT**

Your application will not be considered without the following documentation:

- Mission Statement
- Primary purpose designation
- Organization program and/or literature
- W-9 Form
- Advertising specifications and due date

# DONATION REQUEST FORM

Name of Organization: \_\_\_\_\_

Physical Address: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submission date of request: \_\_\_\_\_ Date donation is needed: \_\_\_\_\_ Donation amount requested: \_\_\_\_\_

Describe how and when the funds (or items) will be used: \_\_\_\_\_

Will you need Sturdy Bank's logo, other branded materials or bank participation for event? If yes, please describe: \_\_\_\_\_

Date of Event (If applicable): \_\_\_\_\_ Ticket(s) for Event (If applicable): \_\_\_\_\_

Location of community or neighborhood that will benefit from this donation (Address, if available): \_\_\_\_\_

**Primary purpose of this donation (if applicable):**

- Provide services to low-to-moderate income families or individuals
- Provide funding for affordable housing
- Assist in programs that support economic development in low to moderate income census tracts

**INTERNAL USE ONLY**

Bank Contact Recommending Request: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Recommendation: \_\_\_\_\_

Description On Check: \_\_\_\_\_

Donations Last Year: \_\_\_\_\_ Current Donations: \_\_\_\_\_  
(including budgeted)

Relationship: \_\_\_\_\_

**Check Distribution:**

- Mail to Organization
- Return to Bank Contact Person

G/L Account # \_\_\_\_\_

**DONATION AMOUNT APPROVED:** \_\_\_\_\_

If over \$1,000, how and when will funds be used? \_\_\_\_\_

Timeline: \_\_\_\_\_

**Paperwork Distribution:**

- Retail Banking  Calendar  CRA  Requester: \_\_\_\_\_

**Check All That Apply:**

- Enclosure(s) to be included with check (Make 1 additional copy for Finance)
- Ad (Complete additional documentation)
- Promotional Item(s)
- CRA (Complete additional documentation)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_