



Mission Statement:

We are committed to addressing the diverse and changing community health needs of the Mille Lacs area

**DONATION GUIDELINES
OF MILLE LACS AREA HEALTH FOUNDATION (MLAHF)**

All requests must be in writing on company letterhead (if applicable) and include the following information:

(If all this information is not provided with your request it is ineligible for consideration)

- Check Box:
- The legal name of the person/organization
 - A brief history of the organization and its goals
 - Physical address and phone number for the organization
 - Mailing address for the organization (if different from physical address)
 - Federal taxpayer ID number for the verification of IRS non-profit status
 - Full name and title of contact person
 - Amount of request
 - When the donation is needed
 - Project or event name
 - Detailed description of the project or event
 - Project or event timeframe
 - Detailed description of how the donation will be used
 - Total project or event cost with budget information
 - Communication strategy and recognition of Mille Lacs Area Health Foundation
 - Other fundraising efforts
 - Information on projected impact of the donation, including how many people the donation will impact
 - Include at least 2 letters of support
 - Source and amount of other support

Meetings are held monthly. All requests for donations must be postmarked by the 15th of the month to be considered for the next month's MLAHF board meeting. If the 15th occurs on a Sunday or Federal holiday, all requests must be postmarked by the next business day. Any requests not postmarked before the deadline will not be considered until the subsequent MLAHF board meeting.

Mail or Fax the Donation Request to: (No form letters or e-mailed requests accepted)

MLAHF
Attention: Lois Lahr
200 North Elm
Onamia, Minnesota 56359
Fax: 320-532-3111

Donations will not be granted for:

- For profit organizations
- Talent, baby or beauty pageants
- Capital campaigns
- Political parties or candidates
- Endowment funds
- Travel costs
- Seed money/start-up costs for a new organization
- Tickets or tables at fund raising events
- Charter/Private Schools
- Second or third party requests
- Advertising costs
- Operational support (there must be a specific intention)
- Underwriting of any kind
- Religious organizations providing services to their own constituencies
- Exclusionary membership organizations