



## **Contribution Guidelines**

### **STATEMENT OF PURPOSE**

Visalia Community Bank is committed to the economic and cultural growth of our community. We support non-profit community groups and activities and encourage Visalia Community Bank employees to become actively involved in their local communities.

In addition to employee involvement, Visalia Community Bank contributes funds to selected non-profit organizations. Each bank officer has the authority to make contributions to local community organizations and events.

### **QUALIFICATIONS**

Visalia Community Bank has developed a set of guidelines to help evaluate requests for support and contributions. Requests will be considered from Tulare County based non-profit organizations in three general categories:

- Affordable Housing
- Community or public service
- Youth and senior citizens

Eligible organizations must be non-profit and designated as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

Requests for support will not be considered from:

- Individuals
- Religious or political groups
- Groups based outside Tulare County

Additionally, funds will not be contributed toward travel expenses for any individual or group, or toward any expense for an event being held outside Tulare County.

## **HOW TO APPLY**

1. Organizations applying for a donation should submit a completed *Donation Request Application*.
2. The following documents would be helpful, but not absolutely required:
  - Project/program budget detailing expenses, anticipated income sources;
  - Current annual operating budget with income and expenses;
  - List of Board of Directors, including names, titles and affiliations;
  - Copy of your organization's IRS 501(c)(3) tax exempt letter, if available.

The *Donation Request Application* may be obtained at any branch or downloaded from the bank's website ([www.vcb.com](http://www.vcb.com)).

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

- Description of the organization, including its history, purpose and proposed project;
- A statement of need and a description of the methods chosen to meet its goal;
- The time expected to complete this project as well as any major milestones;
- The total cost of the project, other sources and levels of funding, and the amount and/or items being requested;
- A statement demonstrating broad community support for and involvement in the project and the organization.

## **WHEN TO APPLY**

Contribution requests are reviewed quarterly. Each organization submitting a contribution request will be notified in writing following the allocations.

## **WRITTEN ACKNOWLEDGMENT**

Each organization approved for a donation will be forwarded a contribution acknowledgment form. The completed form should be returned to Visalia Community Bank. Please include the organization's name, address, amount received (or items received), date received and signature.

## **DONATIONS COMMITTEE**

The Committee meets quarterly to evaluate contribution requests. Members of the committee are officers representing different business areas of the bank.



## DONATION REQUEST APPLICATION

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

501(c)(3) ID: \_\_\_\_\_

Executive Director (name and phone): \_\_\_\_\_

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

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

Contact person and phone for this request: \_\_\_\_\_

Submission Date of Request: \_\_\_\_\_ donation is needed: \_\_\_\_\_

### PLEASE RETURN THIS COMPLETED APPLICATION TO:

Visalia Community Bank, Attn: Marketing, P O Box 1311, Visalia, CA 93279

Mission statement of your organization: \_\_\_\_\_

Specific amounts / items requested: \_\_\_\_\_

Which bank officer / employee can speak on behalf of this request? (not required for consideration of this request)

Describe how and when the funds (or items) will be used or attach statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your program target low- to moderate-income audiences? YES NO  
How do you track the income level and number of program recipients in low- to moderate income brackets?

If requested, what documentation can you provide in support of the statements in the shaded area?

How will the bank's donation be acknowledged?

### IMPORTANT: YOUR APPLICATION CANNOT BE CONSIDERED WITHOUT THE FOLLOWING:

- Description of the organization, including its history, purpose and proposed project
- Statement of need; description of the methods chosen to meet its goal
- Time expected to complete this project as well as any major milestones
- Total cost of the project, other sources and levels of funding, and the amount and/or items being requested
- Statement demonstrating broad community support for and involvement in the project and the organization
- Current expense statement and current budget

- Current list of Board of Directors

**YOUR ORGANIZATION WILL BE NOTIFIED  
BY MAIL WHEN A DECISION IS REACHED BY THE COMMITTEE**