**THE UNICO FOUNDATION**

**CHARITABLE CONTRIBUTIONS REQUEST INSTRUCTIONS**

**PROCESS** -All requests received by The UNICO Charitable Foundation are reviewed by its Gift Committee. Requests must be received by April 30, 2024.

Ifyour organization would like to be considered for a charitable contribution, please submit the following information:

A completed CHARITABLE CONTRIBUTIONS GUIDELINE (attached).

1.

1. Copy of the IRS 501(c)(3) federal tax exemption letter of determination.
2. A brief proposal (1-2 pages) that includes the following:
   1. Mission statement/purpose of your· organization;
   2. Detailed description of the need for funding;
   3. Description of how the contribution will benefit the quality of life in our community;
   4. The nature and sources of permanent funding; and
   5. Annual budget and/or project budget.

5. Your Federal ID Number

**FUNDING LIMITATIONS** -In general, The UNICO Charitable Foundation does not make grants to:

* Individuals
* Organizations which lack the 50l(c)(3) tax exempt status
* Political organizations, candidates, or lobbying efforts
* Fraternal or Veterans’ organizations
* Sports teams
* National or international organizations, unless their programs have significant local impact
* Religious or sectarian organizations, except when they are conducting programs secular in nature and have wide public impact
* **75% of our annual giving is for mental health/retardation programs**
* 25% goes to general local causes
* UNICO reserves the right determine grant recipients and amount

**List four largest committed donors and amounts: Donors Amount**

**Current annual operating budget**

**Amount of surplus or [deficit] last fiscal year�**

**Amount of accumulated current fund balance [deficit]**

**Name and description of any organization[s] providing the same service:\_- N/A**

**List other contributions received from The UNICO Charitable Foundation**

**this calendar year.**

**Indicate how the contribution will be recognized publicly:***.*

**Comments:**

**Signature:**

**Date:** ----