



SCA Donation Process

The purpose of this policy is to establish a formal process for documentation required to apply for waiving of facility fees or donations made by the Spring Creek Board of Directors. This policy will outline the process for an entity to request donations/waiving of fees from the Board through a standard application process. Note: No monetary donation will be received directly, only donations of items such as lights, facility rentals etc.

Please note that this is not a guarantee to receive a donation. If a donation is received for an event, that does not guarantee the Board of Directors will sponsor the event in subsequent years. This program is not meant to subsidize an entire event for the life of the event, it is to help supplement the event budget for a year or two to help establish the event and grow its success. Please plan to scale up your event with other types of fundraising to cover the shortfall in the future years of the event.

Please complete the application process in its' entirety. The application does require copies of your IRS tax designation, tax returns, profit and loss statement, and/or bank statements.

Assistance Review Process

Donations are considered based on the following criteria:

- A completed application must be submitted with all necessary documentation by December 31 of the year prior to the event Acceptance of the application or a delay in processing will be incurred for missing information.
- Once the application is before the Board of Directors, they can ask for additional supporting information for the event.
- All applications will be notified of the Board of Director's decision within 45 business days.

Guidelines

- The entity must be a non-profit – proof of 501(c) IRS designation required.
- The entity must be Spring Creek based.
- The entity must include SCA Property Owners on their Board or verify that 60% of the participants/users are SCA Property Owners (provide documentation).
- Must provide 990 tax form, prior year end financial statements, and current profit and loss statement.
- Donations are limited to \$1500 per entity per calendar year.
- An event report is due to the Board of Directors 60 days after the date of the event to include participants, revenue, expenses and other relevant information. If this is not supplied, there will be no future donations.
- Proposals are due by December 31st of the year prior to the event date.
 - Events scheduled after January 1 of the current year, the application must be submitted by the 10th of the month prior to the Board Meeting date of the month.
- SCA will retain all financial records relating to applications for seven (7) years.
- Entities are encouraged to seek other funding opportunities for their event.
- In-kind services will be considered as part of the funding application process.
- Applicants who falsify the donations application or withhold any information pertaining to the application requirements will no longer be eligible for assistance.



SCA DONATION APPLICATION

Address to send applications:

Phone: 775-753-6295

Email: jessiebahr@springcreeknv.org

RECIPIENT

Name of Entity/Business: _____ SSN/EIN: _____

Name of Individual completing the application: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

Please list the entity's Board Members

Name	Address	SCA Property Owner?

Please describe the make-up of your entity: Please be advised that a Board Member must be an SCA Property Owner, or the make-up of the entity must contain at least 60% SCA Property Owners/Members:

Location of the event for which you are asking for a donation:

Description of the event for which you are asking for a donation:

Date(s) of the event _____

Amount you are requesting for donation (\$1,500 max request per calendar year) –

In-Kind services – Please provide details of in-kind services offered to be considered by the Board when determining funding. _____

Please provide information on other funding sources that have been contacted or secured for the event.

If this event has been held before, please provide an event report that includes, at a minimum, the number of participants, the event revenue, and the event expenses.

How do you plan to scale this event or program to not ask SCA in the future for donations:

CHECK LIST OF REQUIRED DOCUMENTS

Please provide copies of all items in the order they are listed below:

- ☐ Completed application
- ☐ Proof of 501(c) IRS Status
- ☐ Last year's completed 990 Tax Return
If no 990 has been filed, provide a copy of last year's profit & loss statement.
- ☐ Verification/listing of entity membership make-up if a Board Member is not an SCA Property Owner.
- ☐ Business plan for event
- ☐ Budget for event

Applicant Agreement: I certify that the information in this application is true and correct to the best of my knowledge. I understand that the information provided in the application may be verified by SCA and I authorize SCA to contact third parties to verify the accuracy of the information, including the review of an applicant's reports. I understand that if I knowingly provide untrue information in this application, I will be ineligible for Donations, any Donations awarded may be reversed, and I will be responsible for payment of the amount back to SCA. I understand that SCA has a right to recover and will seek reimbursement from me if donations are reversed. I do not hold SCA responsible for any and all claims and understand that SCA will only pay the amount agreed upon only, if and when, my application is accepted. I understand that SCA has the right to decline my application. If my application is accepted, SCA has the right to determine the amount of donations given based on my application and may not provide the full amount requested.

Applicant Signature

Date

Date received: _____

Date approved: _____

Timeline of event: _____