

# **The Engraved Pencil Foundation**

## **Charitable Contribution, Gift and Donation Request Form**

The Engraved Pencil Foundation is dedicated to supporting Christian charities. All requests must be submitted in writing, accompanied by an Engraved Pencil Foundation Charitable Contribution, Gift and Donation Request Form and emailed to [donations@engravedpencilfdn.org](mailto:donations@engravedpencilfdn.org)

A minimum of 30 days' notice is required for consideration. All requests will be evaluated on an individual basis by a donations committee. The Engraved Pencil Foundation reserves the right to deny any and all requests by any and all parties regardless of whether they meet or do not meet the criteria noted herein. The Engraved Pencil Foundation also reserves the right to provide in-kind contributions in lieu of cash requests for organizations that meet the criteria set forth in this policy.

### **The Engraved Pencil Foundation's Donation Policy:**

#### **Consideration will be given to the financial need of each request, based on the following:**

- The requesting organization's source of support;
- The donation's overall impact on the community or communities served;
- The size or amount of the contribution request; and
- Funds availability

#### **Eligibility Requirements:**

Donations must benefit non-profit organizations with tax exemption under Section 504c(3) or (6) of the Internal Revenue Code which are considered charitable civic, educational, recreational and/or receive the majority of their support through outside funding.

#### **The Engraved Pencil Foundation may NOT consider contribution to the following:**

- For profit organizations;
- Individuals or organizations seeking funds for personal or individual endeavors;
- University of Oklahoma, in any way, shape or form