



## **DONATION GUIDELINES**

### **STATEMENT OF PURPOSE**

Mifflinburg Bank & Trust is committed to our communities and to their economic, educational and cultural growth. Each year we set aside a portion of our budget to support non-profit community groups and events. We also encourage our employees to become actively involved in their communities. Each branch manager has the authority to make contributions to local community organizations and events. Additionally, capital contributions are made at the corporate level.

### **QUALIFICATIONS**

Mifflinburg Bank & Trust has developed a set of guidelines to help evaluate requests for support and contributions. Requests will be considered from locally based non-profit organizations in these general categories:

- Community or public service
- Health and education
- Arts and humanities
- Youth and senior citizen groups

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 or fundraising events in support of individuals
- Political or religious groups
- Groups based outside of our market area

Additionally, funds will not be contributed toward travel expenses for any individual or group, or toward any expense for an event held outside our market area.

## **HOW TO APPLY**

Organizations applying for a donation should submit a completed Donation Request Application. Additionally, organizations requesting contributions of more than \$100 should submit a copy of the organization's current budget, profit & loss statement, a list of the Board of Directors & Officers, and the most current annual report.

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

When completing the Donation Request Application, 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 total cost of the project and levels of funding;
- The date and location of the event (if applicable.)

Capital contribution requests should also include:

- The time expected to complete this project as well as any major milestones;
- A statement demonstrating broad community support for and involvement in the project and the organization.

## **WHEN TO APPLY**

Contribution requests are reviewed monthly. To allow adequate time for consideration, the request should be received by the bank at least two months before the actual need for funding. Each organization submitting a contribution request will be notified of the status of their request within two weeks.



# Mifflinburg Bank & Trust

Your Community's Trusted Financial Resource  
Member FDIC

## DONATION REQUEST FORM:

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Deadline Date

\_\_\_\_\_  
Donation Request

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

\_\_\_\_\_  
Tax-Exempt Id #

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
President/CEO of Organization

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

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

\_\_\_\_\_  
Mailing Address (if different than above)

\_\_\_\_\_  
Organization description, purpose and mission statement: \_\_\_\_\_

\_\_\_\_\_  
Describe how and when the funds will be used: \_\_\_\_\_

\_\_\_\_\_  
How will the bank's donation be acknowledged? \_\_\_\_\_

\_\_\_\_\_  
Total cost or budget of the project; and levels of funding : \_\_\_\_\_

\_\_\_\_\_  
Bank employee that can be a reference for your organization or event: \_\_\_\_\_  
(this is not required for consideration of the request)

### **IMPORTANT**

**CAPITAL CONTRIBUTION REQUESTS CANNOT BE CONSIDERED WITHOUT THE FOLLOWING:**

- **COMPLETED IRS FORM W-9**
- **CURRENT LIST OF BOARD OF DIRECTORS / OFFICERS**
- **MOST RECENT ANNUAL REPORT**

Return completed request form to your community office, email: [tsprenkle@miffbank.com](mailto:tsprenkle@miffbank.com) or mail:

Mifflinburg Bank & Trust  
Attention: Taylor Sprenkle  
250 E. Chestnut Street  
Mifflinburg, PA 17844