



# American Heritage Beef Community

# Donation Guidelines

- 1.** All donation requests must be submitted through our online application process. Verbal requests or requests made via email are not considered active applications.
- 2.** Organizations must have a valid non-profit status.
- 3.** Requests must be received at least nine weeks before events, programs, activities, initiatives, or projects are begun, or funding is requested.
- 4.** Donation requests must include all the information requested on the application.
- 5.** All organizations must re-apply for funds annually within our 9-week policy to be considered for funding – even if we have a history of funding the organization.
- 6.** The same nine-week policy applies When an organization requests an in-kind donation, such as one of our product donations.
- 7.** If AHB receives a request that they cannot provide funds or an in-kind donation to support that organization, the representative who completed the request is notified via email.
- 8.** If an organization submits a request with less than nine weeks of advance notice needed, such a request is not reviewed or considered. The committee that reviews these requests considers the requests at regularly scheduled meeting intervals and does not call special meetings for requests that may arrive less than nine weeks in advance.
- 9.** Organizations may not ask more than one AHB location for a donation for a particular event (for example, sending a request to multiple AHB store locations.)
- 10.** The non-profit will receive funding approvals through a written or verbal agreement, and the organization’s representative will handle the disbursement agreement.