

Guidelines for Donation Requests

Organizations and/or individuals seeking donations from Santa Paula Latino Town Hall should follow these guidelines when making a request:

- Submit a donation request letter or fill out the donation request form on the back. The letter should include the *amount* requested and an explanation of *when* and *how* the money will be used.
- Donation requests will be considered at the next regular meeting of the SP-LTH, which generally takes place on the third Saturday of every month. Applicants should make every effort to submit their donation request letters to SP-LTH at least one week in advance of the next meeting. Letters can be emailed to Lorenzo Moraza at morazajr@gmail.com or postal mailed to:

**Santa Paula Latino Town Hall
PO Box 128
Santa Paula, CA
93061-0128**

- Applicants can increase their chances of being funded by including in their donation request letter a clear explanation of how their program supports the vision and mission of the SP-LTH as described below:

Santa Paula Latino Town Hall is a nonprofit organization dedicated to working to enhance, promote, mobilize, cultivate, and raise the level of social awareness, interest and concern for the issues affecting the Latino Community in Santa Paula and Ventura County in particular, and California and the United States in general. Through the efforts of Latino Town Hall and partnering institutions, our mission is to help:

- (1) expand educational and economic opportunities for underserved populations
 - (2) reduce and eventually eliminate poverty, crime, racial tension and prejudices, and discrimination in any form (racial, economic, etc)
- Applicants requesting donations in the amount of \$50 or greater are required to provide a written statement after the funds are spent that describes 1) how the money was spent, 2) how much was spent, and 3) the impact the money had and/or how many people were served by the funds provided. Please include a statement in your donation request letter indicating your intent to submit this written account to SP-LTH and the date by which you plan to do so.

Santa Paula Latino Town Hall Donation Request Form

Name of organization and/or full name of individual making the request:

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Amount of Donation Request: \$ _____

Please describe how you or your organization intends to use the donation:

Please describe how your use of this money will support the vision and mission of the Santa Paula Latino Town Hall (see the description of the vision and mission on the back of this page):

If your requested donation amount exceeds \$50, will you provide a written statement after the funds are spent that describes 1) how the money was spent, 2) how much was spent, and 3) the impact the money had and/or how many people were served by the funds provided?

Yes If yes, please indicate the date by which you will provide this written statement: _____

No

Please provide any additional details you feel may support your request:

Signature: _____ Date: _____