



## Sitnasuak Native Corporation Donation Request Form

<b>Name of Organization:</b>		<b>Amount Requested:</b>	
<b>Organization Program Name:</b>		<b>Total Budget:</b>	
<b>Organization Address:</b>		<b>Date Needed By:</b>	
		<b>Education Tax Credit Eligible:</b>	
<b>Organization website:</b>		<b>Service Area:</b>	
<b>Organization Tax ID Number:</b>		<b>Estimated Number of Shareholders / Descendants Served:</b>	
<b>Contact Person and Phone Number:</b>		<b>Contact Person Email:</b>	

**Please provide a brief description of the organization and the details for your request of a donation.**

**Please describe how your program or event benefits SNC Shareholder and descendants.**

**What is the specific request or ask? What will the donation be used for?**

Provide a list of all other donors/sponsors you have requested from, the amount requested, and amount received.

Describe how you will follow up with Sitnasuak after the donation is received on how it was utilized.

By signing below, you are authorizing and permitting Sitnasuak Native Corporation to advertise the donation request, document the donation through photography or other means, and publish the documentation (e.g., highlighted in our Venture newsletter or on social media).

\_\_\_\_\_  
**Printed Name:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Title:**

\_\_\_\_\_  
**Date:**

**Submit requests via E-mail (PDF),  
Fax, Hand Delivery, or Mail to:**

**Mailed:**  
Sitnasuak Native Corporation  
Attn: Donation Requests  
PO Box 905 Nome, AK  
99762

**Fax: (907) 443-6437**  
**E-mail: [communications@snc.org](mailto:communications@snc.org)**

**Hand Deliver (Nome):**  
Shareholder Department  
214 Front Street, 2<sup>nd</sup> Floor  
Nome, AK 99762  
Phone: (907) 387-1200

**Hand Deliver (Anchorage):**  
2700 Gambell Street, Ste.300  
Anchorage, AK 99503  
Phone: (907) 929-7000



## Donation Policy

*Effective November 3, 2022, per motion and approved by the Board of Directors on November 3, 2022,*

Sitnasuak Native Corporation and its family of companies (“Sitnasuak”) provide charitable giving support to organizations that, in most cases, receive tax exempt 501(c)(3) as charitable organizations, 501(c)(4) as social welfare organizations, and 501(c)(6) as business leagues status from the Internal Revenue Service. In reviewing requests, Sitnasuak gives priority to those that specifically benefit its shareholders and descendants. Non-profits in the Sitnasuak Region and Alaska will be given priority. Outside Alaska, non-profits that benefit Sitnasuak or Alaska Natives will be given consideration. Sitnasuak will accept requests for funding on a quarterly basis. **The deadlines for submission are March 31, June 30, September 30, and December 15.** Sitnasuak will accept only one request per year per requesting organization. Funding is not guaranteed.

## Financial Assistance Guidelines

Sitnasuak supports programs and organizations that make a positive difference in the lives of shareholders and descendants. **Financial assistance is available for the following needs:**

- **Education:** services and programs that are that are beneficial to the well-being of Sitnasuak shareholders, descendants and employees. This category does not pertain to Sitnasuak Foundation, which is a separate entity and programs supported by Sitnasuak.
- **Cultural:** services and programs that are dedicated to the preservation of language, culture and/or traditions.
- **Community Outreach:** services and programs that address housing, shelter, food, rural development, youth or recreational activities.
- **Social, Health, and Human Services:** dedicated to providing healthcare for Alaska Natives (charitable health agencies, shelters for the homeless and abused, drug and alcohol treatment centers, elder care, food banks, hospice groups, long-term care facilities and medical research facilities).
- **Environment:** services and programs that relate to natural resources and are consistent with Sitnasuak values, priorities, and policies.

Requests for services and programs may include but are not limited to those from: Alaska Native; Native American; non-profits; museums; arts; historical preservation; charitable agencies; religious organizations engaged in non-profit activities; political groups or campaigns approved by the Board of Directors.

**Financial assistance is NOT available for the following:**

- Organizations that discriminate based on race, creed, color, sex or national origin
- Operating budgets
- Operational phases of established governmental programs
- Financial support for burial expenses. Please contact Shareholder Department at (907) 387-1209 for more information on burial assistance.
- Pageants
- If an organization has received a donation within the current year and is requesting more funding.

**Non-Profit Board Members:**

Many executive/employees and shareholder of Sitnasuak and its subsidiaries are volunteer board members for non-profit organizations. While Sitnasuak encourages community involvement in organizations that benefit our shareholders, it cannot financially support all the non-profit organizations that our executives, employees, or shareholders of Sitnasuak and its subsidiaries support. Therefore, Sitnasuak and its subsidiaries do not guarantee financial support to organizations based solely on executive, employee, or shareholder involvement.

**In-Kind Donations:**

In some cases, an organization may not be able to accept a cash donation but may accept an in-kind donation. The request, application, and approval process are the same for both cash and in-kind requests. This includes artwork that Sitnasuak donates for non-profit organization fundraiser auctions, and donations of any other goods and services.

**Eligibility**

To be eligible for charitable giving support, an organization should address a specific community need. Most contributions made by Sitnasuak are for less than \$5,000. Any donation request over \$1,500 must be payable to an IRS certified non-profit organization. There are many more requests and applications for support, resources, and funding than can possibly be accommodated. Therefore, requests and applications for Sitnasuak support will be evaluated per the following criteria to help prioritize the limited resources available.:

- Benefit to Sitnasuak shareholders and descendants
- Sitnasuak region events or ones outside the region with shareholder interest
- Financial resources requested
- Project purpose and impact
- Additional guidelines per the Sitnasuak focus areas
- Any additional information that may be requested by Sitnasuak

Please include the following information in a written request:

- Brief description of the organization (name, history, mission, activities) Current list of the board of directors

- Organization’s target audience
- Exact amount requested
- Why the funds are needed
- How funds will be raised from other sources
- How funds will be used
- Types of publicity and recognition for Sitnasuak’s support
- Completed IRS W-9 form with a federal identification or social security number if the request is over \$1,500

For requests of more than \$5,000, please submit the following:

- a copy of the group’s current financial statement and annual budget
- a list of organizations that requests have been made to
- a list of contributions received
- a copy of the group’s IRS tax-exempt status

### **Review Process**

Donation requests are based on Sitnasuak’s annual budget, current objectives and the community need for the project. Depending on the amount requested, applications may be evaluated and approved by the Sitnasuak CEO, President, Finance Committee or the Board of Directors.

The decision of the Finance Committee is final and cannot be appealed. The company will respond to all requests in writing, whether or not they are selected for funding.

### **Contact Information**

**Nome Office:**

Shareholder Department  
214 Front Street, 2<sup>nd</sup> Floor  
Nome, AK 99762  
Phone: (907) 387-1200

**Anchorage Office:**

2700 Gambell Street, Ste.300 Anchorage,  
AK 99503  
Phone: (907) 929-7000

**Email:** [communications@snc.org](mailto:communications@snc.org)