



Donation  
Process



SAS' corporate philanthropy supports strategic initiatives and policy advocacy that increase interest and achievement in STEM and increase third-grade reading proficiency, with an emphasis on North Carolina and the region surrounding SAS world headquarters.

To be eligible for donations, organizations must meet the following criteria:

- Have nonprofit tax exemption status under Internal Revenue Service code 501(c)(3).
- Have a responsible board of directors serving without compensation.
- Show financial stability as evidenced by audited annual financial statements.
- Employ ethical methods of publicity, promotion and solicitation of funds.
- Raise funds without payment of commissions, street solicitations or mailing of unordered tickets.
- Operate from a detailed annual budget.
- Request funds for programs or operations with a minimal portion applied to overhead.
- Use the in-kind donation to benefit organizational members or constituents.
- Single events such as walk-a-thons, fundraisers, workshops, seminars, etc.
- Religious causes.
- Political parties, candidates or issues.
- Organizations that are in any way exclusive.
- Trips or tours.
- Independent film/video productions.
- Requests from individuals.

#### **SAS Community Relations Program: Criteria for Donations Related to Education**

If your organization meets the above criteria, follow these steps to apply for a donation:

1. Complete the SAS donation application below, making sure to provide all information requested.
2. Prepare a brief description (three pages or less) of the project/program to be funded or for the in-kind request, including answers to the following questions:

The SAS Community Relations Program does not consider funding or in-kind donations for the following:

- Sponsorship of professional athletic or amateur sports teams or individuals.

- What is the primary mission of your organization? Describe your current programs and significant accomplishments, along with your total annual budget over the last three years.
- What issue or problem does your program/project address?
- How does this issue relate to SAS' educational focus, priorities and criteria?
- What is the scope of your program? Who is your audience and/or the population to be served? (Include any available program or policy statements that reference geographic location, socioeconomic status, or other factors that identify the target audience.)
- What is the program goal or expected outcome of the program for which support is requested?
- What is the track record of the project/program to be funded? (If new, discuss accomplishments of the organization.)
- How will you measure the success of the program/project and report the results to SAS?

3. Provide the following supporting documentation:

- A photocopy of the IRS 501(c)(3) letter.
- Evidence of current accreditation (for educational institutions).
- An audited financial statement or detailed information on finances.
- A list of those currently on the board of directors and their professional affiliations, as well as the executive leadership of the organization.
- A separate project/program budget, if applicable.

4. Return (1) the completed application; (2) description; and (3) all required supporting documentation. Incomplete applications will not be considered. Completed applications are reviewed in the order they are received in February, May, August and November.

Mailing address:  
 Community Relations  
 SAS Campus Drive  
 Cary, NC 27513

Note: Submitted materials will not be returned.



## Donation Application

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

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

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

How long has this organization operated in this community? \_\_\_\_\_

The funds being sought are to be used for: \_\_\_\_\_

Capital Campaign Operating Budget Special Project - project start and end dates: \_\_\_\_\_

Total budget for current project: \$ \_\_\_\_\_

What percentage is being requested from businesses? \_\_\_\_\_

Dollar amount or description of in-kind donation requested from SAS: \_\_\_\_\_

How was this amount calculated? (include overall budget if requesting partial funding): \_\_\_\_\_

Has your organization received previous support from SAS? Yes No

If yes, list year(s) and amount(s): \_\_\_\_\_

List three to five other major business contributors to this program and the amounts contributed: \_\_\_\_\_

List names and positions of any SAS employees involved with your organization: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Return completed donation application, together with all required supporting documentation, to:

Community Relations  
 SAS Campus Drive  
 Cary, NC 27513