



CTA Donation Request Form

Organization Name: _____

CTA Tribal Member? Yes No

Contact Person: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

Phone: _____ **Fax:** _____

If so, date it was formed: _____

Briefly state the purpose of your organization:

Date of Request: _____ **Date of Request Needed By:** _____

Briefly describe how your request will be used:

Please Note: A completed application is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered for a specific event or donation amount. Although we would like to support every worthwhile cause, we must focus our efforts on those that provide the most benefit to our community. We appreciate the time and efforts of your organization and wish you success.

11. Craig Tribal Association (CTA) Donation Request Policy

General Policy

This program is committed to positively impacting the communities it serves by providing assistance through donations to local schools, organizations, agencies, and charities. We are happy to support your organizations endeavors with our donations.

The following donation request policy has been developed as a way to create consistency and fairness to organizations that ask for CTA support. Since CTA receives a large volume of requests, please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met.

Areas of Focus

- CTA prioritizes donating to CTA Tribal Members and the Community of Craig.
- Eligible recipients include 501(c) 3 charitable organizations and non-profit educational institutions. In lieu of cash donations, CTA may offer space for your events.

Exclusions

CTA is unable to honor requests or make contributions to the following:

- Donations to labor, social or political groups
- Donations intended for resale

Application Process

All donation requests must be submitted in writing on the CTA "Donation Request Form" at **least 4 weeks prior** to the event date.

Submit the Donation Request form to CTA Office at 505 Front Street, Craig, AK.

Please fill out request form in its entirety; incomplete applications will not be processed.

Processing

Please allow a minimum of 1 week to process your donation request. During holidays and other busy seasons, it could take up to 2 weeks for processing. CTA asks that telephone and email inquiries regarding your request, be made not more than once a week.

Declined requests: The requesting organization will receive notification by mail or e-mail indicating requests that have been denied.

Approved requests: CTA will contact your organization when a donation has been approved.

Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Requestor's Name: _____ Date: _____

Name of Organization: _____