



### **Geer Charitable Giving Guidelines**

Geer Corporation and its affiliate organizations value their position as a non-profit leader of the Canaan, Connecticut community and beyond. As one of Litchfield County's largest employers, we recognize that we have a unique responsibility and opportunity to support our community in a variety of ways.

Geer Corporation seeks to support community organizations that are compatible with the Geer mission, vision and values and the strategic priorities of the organization.

Geer Corporation considers applications for support from not-for-profit organizations located in the communities that Geer serves and where their employees and Board Members live.

Geer Corporation gives priority consideration to applications from organizations with which we directly collaborate and/or where our employees or Board members volunteer.

#### Geer Corporation will not entertain applications for support from the following:

- Individuals
- Religious organizations
- Political candidates or committees
- Public schools and school districts, that do not have a 501(c)3 designation
- Not-for-profit organizations outside the Geer service area
- Organizations that discriminate based on race, creed, sexual orientation, religion, gender, disability or age.

#### Application Process

Qualified not-for-profit organizations must complete Geer Corporation's Application for Charitable Support, which will be available at <http://www.geercares.org/community-involvement.php> or by contacting the Executive Assistant to the CEO at (860) 824-3869 or email at [bfehn@geercares.org](mailto:bfehn@geercares.org)

Applications will be due by the 15<sup>th</sup> of March, June, September and December each year.

- Appeal letters, event sponsorship solicitations, and other solicitations not accompanied by Geer's application form will not be considered.
- Personal solicitations made directly to the CEO of Geer or its individual committee members will not be considered, applications will be forwarded to the Committee.
- A Committee of staff will review applications quarterly, soon after each deadline. A notice of award or denial will be mailed to each applicant, within 6 to 8 weeks of the application deadline. Please plan accordingly.
- The vast majority of contributions granted range between \$100 and \$500.

#### Recognition

Organizations receiving funding should recognize "Geer Corporation" as the official donor name. Contributions for event sponsorships or advertisements that include written recognition of the donation Geer Corporation will furnish the funded organization with Geer's logo and other supporting information. Organizations receiving funding from Geer are not required to file a formal grant report; however, Geer Corporation should be recognized in annual reports or other donor listings.



## Geer Charitable Funding Request Form

Organization Name:

Contact Person:

Title:

Telephone:

E-mail:

Mailing Address:

City:

State:

Zip:

Website:

IRS Tax ID #:

Total organizational budget:

Total project budget for which you are seeking funds:

What is the mission of your organization?

What population(s) does your organization serve?

For what program, event, or project are you requesting support?

Amount requested:

(please note: Geer Corporation will not consider requests of over \$2,500 The vast majority of contributions granted range between \$100 and \$500)

Please describe how the requested funding will be used:

Please list your other funding sources for this program, event, or project:

Please submit this application with:

- your 501c3 IRS Determination Letter. A non-profit organization that does not have its own 501(c)3 designation may also apply as long as a fiscal agent is in place.
- a list of your current Board of Directors

by the 15<sup>th</sup> of March, June, September and December each year to:

**Geer Corporation Charitable Giving Committee**

99 South Canaan Rd

Canaan, CT 06018

Or via e-mail to [bfehn@geercares.org](mailto:bfehn@geercares.org)