

# Portland JACL – Financial Request Form

Requests for financial sponsorships and donations from community groups or organizations

Version 2.1, revised March 16, 2021

## I. Background

From time to time the Portland Chapter of the Japanese American Citizens League (Portland JACL) is asked for financial sponsorships and contributions to support projects and events. Requests for financial support are reviewed and considered on an ongoing basis. The procedures outlined below were created in order for the Portland JACL to have a consistent process to approve or deny requests for financial sponsorships or donations.

The intent is that Portland JACL will continue as a Nikkei civil rights and service organization. These guidelines are to help clarify and facilitate decision making for new financial support requests as they are received. Projects that Portland JACL currently supports (e.g. Day of Remembrance, Mochitsuki, Nikkei Picnic, and Memorial Day Service) will continue.

The purposes of these guidelines are to:

- a. Be consistent in decision making.
- b. Safeguard Portland JACL's status as a non-profit tax-exempt organization under the Federal IRS rules.
- c. Ensure Portland JACL actions show good stewardship in how funds donated to the organization are used.

## II. Instructions to submit a request:

- a. Request must be received by the Portland JACL President at least one week prior to the regularly scheduled board meeting so it may be placed on the agenda. (In emergency situations such as in natural disasters, an email vote can authorize appropriate action.)
  - Portland JACL Board meetings are typically the third Thursday of each month.
  - Request may be submitted to [president@pdxjacl.org](mailto:president@pdxjacl.org).
- b. Request must be in writing using the template provided below.
- c. Request must include the total event or project budget.

## III. Requests should consider:

- a. The event or project for which financial support is requested fits within the mission of Portland JACL.

***The mission of the Portland Chapter of the Japanese American Citizens League is to celebrate our Japanese American culture and use lessons from our unique American experience to promote and protect human and civil rights for all.***

- b. Does the event or project seeking funds have goals consistent with Portland JACL's mission?
- c. Will the project or event benefit Portland JACL members?
- d. Are the purpose and outcome of the event or project clear?
- e. Is this request for one-time support? (Additional requests can be made for separate projects or annual offering of a recurring event)
- f. Is it clear what the requested funds will be used for?

## IV. The Board decision is contingent on the following:

*To be completed by the organization requesting financial support/sponsorship and submitted to the President of Portland JACL.*

- a. Portland JACL has discretionary funds set aside annually for community support.
- b. The requesting individual or organization understands and agrees with the Portland JACL expectations.
  - Information requested under #II and #III above are provided.
  - Portland JACL will be listed as a donor/sponsor/partner in event/project publicity, website, printed program, and other materials.

**Organization:** \_\_\_\_\_

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

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

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

**Name of the Project for which funds are requested:**

\_\_\_\_\_

**Amount requested: \$** \_\_\_\_\_

(Please include total project budget.)

**Event/Project description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Goal of the project:**

\_\_\_\_\_

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**Outcome/Result when project is completed:**

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**How the event/project aligns with the mission of Portland JACL:**

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**Date of the event or duration of the project:** \_\_\_\_\_