



## **2015 Donation/Sponsorship Policies and Guidelines**

### **A. Donation Applications**

To be considered for a Team Evergreen Cycling donation or sponsorship, a formal application must be completed and submitted. It must include:

- Description of project activity
- Description of purpose and benefit of project
- Desired donation funding
- Organization contact information

The Team Evergreen Cycling (hereafter abbreviated as TE) Donation Committee will review proposals and respond to applicants. The committee may either recommend against funding or may investigate the project more fully. The investigation may include a discussion with a project representative.

All donation recipients are asked to submit a final report to the TE Donation Committee after disbursement of funds. If possible, donation recipients should include pictures in report for use in future TE donations marketing.

### **B. Donation Awards**

In awarding donations, the TE Donation Committee will be guided by the following priorities established in the TE By-laws:

- To promote and encourage bicycling
- To train and educate TE members and the community about bicycles and bicycling
- To advise, support, and assist community groups in furtherance of the uses of bicycles for recreation, competition, travel, and transportation
- To assert, safeguard, and advocate the rights of all bicyclists and to seek better public understanding and respect for existing rights and greater cooperation with the public authorities in the observance of traffic regulations by all users
- To secure public cooperation for periodic major bicycling events promoted under the club's auspices; and to urge the construction on public lands of facilities for the use of recreational and competitive bicyclists.

### **C. Review of Donation Applications**

1. The Donation Committee will award donations based on an assessment of the bicycling community's greatest needs, as guided by the TE Mission. Additional consideration is given by the following guidelines:

- The potential impact of the request and the number of people who will benefit.
- Local volunteer and other support for the project.
- The degree to which the request works with or complements other community organizations in an attempt to eliminate duplication of services.

- The possibility of using the donation as seed money for matching funds from other sources.
- The ability of the organization to obtain any additional funding that may be needed to complete the project.
- The organization's ability to provide ongoing funding after the donation has expired.

2. Donations will be made only to non-profit organizations and programs, youth programs, schools, and other similar civic-minded organizations.

3. Awards will be made with the understanding that the TE has no obligation to provide any additional support.

4. No donations will be made for endowment campaigns or for previously incurred debts.

5. Requests for support from religious organizations will be considered only if a project meets a general need and does not promote any particular denomination.

6. No donations will be made for any political campaign or to support any attempt to influence legislation of any governmental body other than by making available the results of nonpartisan analysis, study and research.

7. No donations will be made to directly fund bicycle racing teams unless the project is a community outreach project organized by such teams.

8. Proposals must include all requested information as well as any additional information necessary to adequately describe the project.

10. TE operates without discrimination as to race, sex, age, color, religion, national origin, disability, citizenship status, or any other category protected under federal or state law in the evaluation of donation requests and will make donations only to nondiscriminatory donation seekers.

Send application to:

[donation@teamevergreen.org](mailto:donation@teamevergreen.org)

Questions? Jennifer Barbour 303.503.4616

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