



## **Sunmark Foundation - Charitable Giving Guidelines**

Sunmark Credit Union and the Sunmark Charitable Community Foundation support the credit union philosophy of people helping people, as well as investing in the communities we serve. The Foundation supports local, nonprofit community organizations by providing financial contributions, in-kind services, and volunteer support.

Although we wish we could support all the worthy organizations that request donations, we believe our resources have greater impact by focusing on advancing the financial, economic, and social development of people and organizations within our communities.

- Affordable Housing
- Food Accessibility
- Financial Literacy and Education
- Diversity and Inclusion
- Community Development

### **Eligibility**

In order to be eligible for a sponsorship, your request must meet the following criteria:

- Submit your application at least 60 days prior to the event.
- Your event/organization must be a 501(c)3 and provide civic or charitable support to a community in Sunmark Credit Union's field of membership.
- Your organization/event must be in one of the six counties of Sunmark's field of membership (Albany, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie).

Unfortunately, the Sunmark Foundation does not fund the following:

- Sponsorship of individuals
- School field trips, tours, clubs, or sports activities
- Activities, groups, or events not in Sunmark's field of membership
- Projects whose primary purpose is religious or political

### **Submitting a Request**

Complete the donation/sponsorship request form. Please note the following guidelines and be sure to include all of the needed information when submitting your request(s).

The request must be in writing and must state how the organization qualifies. Fundraising walks/runs, golf tournaments, and other contests may qualify depending on the purpose.

Purpose of funds must be stated and must support the charitable or educational mission of the requesting organization.

### **Review Process**

Donation and sponsorship requests are reviewed monthly. We will notify you as soon as possible; however, please allow up to 35 days for notification.