



BEAVER ISLAND BREWING CO.

CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for Beaver Island Brewing Company to consider your request.

Organization: _____ Date: _____

Organization's Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable.

Contact person's relationship to the organization:

Employee ___ Volunteer ___ Paid Worker ___ Fund Raiser ___

What services are rendered by your organization?

What percentage of the donation will be used to help low to moderate income individuals or families?

How will this donation be used?

What kind of advertising/signage and recognition will Beaver Island Brewing Company receive, if any?

Are there any other breweries donating at this time? If so, please list.

Does the requesting organization currently do business with Beaver Island Brewing Company? ___Yes ___No
If Yes, in what capacity?

Why type of contribution are you seeking? (check one)

___ Monetary \$ _____ (please be specific)

___ Beaver Island Brewing Company Promotional Item(s)

Desired Items: _____

By what date do you need the contribution? _____

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.

To whom should the check be made payable? _____

Signature of Organization's Officer: _____

Within 30 days following the event, please provide a letter or program showing how funds were used and the benefits the Bank received.

Internal Use Only

Req. Number: _____ Date of Review: _____ Approved: _____ Denied: _____

Conditions:

CHARITABLE DONATIONS POLICY

Beaver Island Brewing Company is committed to supporting causes that improve the quality of life for the residents of Central Minnesota. The Brewery frequently makes donations of cash, goods, or services to local schools, civic groups, and church groups in the communities it serves. All parties requesting financial support from the Beaver Island Brewing Company must complete a Charitable Donation Request form.

The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available in the Taproom and on the Beaver Island website (www.beaverislandbrew.com); all required documentation should be submitted to the Beaver Island Taproom or by Emailing to info@beaverislandbrew.com following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by the Charitable Donations Committee.
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in Central Minnesota.
- Money donated will be spent in Central Minnesota.
- Money donated will directly benefit the residents of Central Minnesota.
- Money donated will benefit a significant group of people (as opposed to a single person).
- The Brewery receives recognition for its donations.

The Brewery does not make charitable donations to for-profit organizations. For-profit organizations seeking sponsorship may submit requests which will be evaluated by the Breweries Officers on a commercial basis for the advertising and marketing benefit such sponsorships would provide to the Brewery.

In order to accommodate contribution requests, the Brewery may choose to donate promotional items that could be used by the requesting party.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail, or email:

Beaver Island Brewing Company
Attn: Charitable Donations Committee
216 6th Ave S
Saint Cloud, MN 56301
info@beaverislandbrew.com