

Lexington Area Chamber of Commerce Donation Guidelines

The mission of the Lexington Area Chamber of Commerce is to advance and promote the economic environment for business and to advocate responsive government and quality education while preserving the area's unique community characteristics. To accomplish this task, the Chamber will work in partnership with all sectors of the community combining, coordinating, and focusing the efforts, skills and leadership of the community's businesses, professional organizations, and individuals. Through these partnerships, the Chamber is dedicated to enhancing all areas vital to economic growth, thus making the Lexington area the best possible place to live by preserving the past, managing the present, and investing in the future.

Guidelines

Donation requests must be submitted to the Chamber Executive Director, in writing, no less than 30 days prior to the event. The Executive Director will present the donation request the Chamber Board of Directors during their regular meeting (the third Thursday of each month). Donation requests will not be reviewed at other times.

All recipients must acknowledge the Chamber support through event advertising, signage, and/or news articles.

If the Board of Directors approves a financial donation, the applicant shall provide a receipt for the donation on organizational letterhead, acknowledging the specific donation (dollar amount and/or gift certificate amounts) no later than 30 days following the completion of the activity. If the event/activity is cancelled, all financial and gift certificate donations must be returned to the Chamber within 30 days of cancellation. Failure to do so will exclude the recipient from further donation consideration.

Eligibility

1. The events/activities for which a donation is requested should support the economic, educational, or civic engagement of the communities served by the Lexington Area Chamber of Commerce. Priority will be given in support of events that involve chamber member businesses and organizations.
2. Donation requests must be completed using the Chamber donation form or by including the requested information on the organization's letterhead.
3. Donations may not be used for general operating expenses or employee salaries of an organization or for personal fundraising purposes.
4. Once the Chamber's community donation budget limit is met, no additional funds will be distributed for that calendar year.

Submit all requests to the Chamber's Executive Director at chamber@historiclexington.com at least 30 days prior to your event.

Lexington Area Chamber of Commerce Donation Request

Date of application: _____

Date of Event: _____

Date when requested donation is needed: _____

Organization Name: _____

Organization URL: _____

Organization or Contact Address: _____

Contact Name and Title: _____

Contact Email and Phone: _____

EIN number: _____

Is the applicant a member of the Lexington Area Chamber of Commerce? ☐ yes ☐ no

Anticipated Number of Event/Activity Participants: _____

Type of donation requested: _____

Financial Donation (indicate amount requested): _____

Chamber Gift Certificate (indicate # requested): _____

Other (please describe, e.g. signage, website promotion, volunteers, etc.): _____

Name, location, and description of event: _____

Description of how the donation will be used: _____

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