



Delta Gateway Foundation, Inc. Partnership Guidelines

The Delta Gateway Foundation Partnership Guidelines detail the responsibilities of the foundation and the requesting organization in a formal partnership agreement in support of philanthropic programs and events. These guidelines should be used to govern the interactions between the two organizations.

Under this partnership the Delta Gateway Foundation will provide the following services:

- Provide 501c3 tax exempt status letter to donating organization
- Review and approve all correspondence sent out referencing the partnership between your organization and the foundation
- Provide financial administrative services for all donations addressed to DGF (15% administrative fee)
- Process request for dispersal of donated funds within 30-days of request

Under this partnership the requesting organization will be responsible for following types of activities:

- Send charitable contribution letter to potential donors
- Secure donor advertisement, i.e., ad for souvenir journal, event signage, logo for website, etc.
- Distribute thank you letters or other correspondence to donor organization
- Promote event to the public, potential donors, and targeted audience
- Secure event venue and manage event details