



Donation Request Guidelines

Overview

Each request is reviewed individually and donations are granted on a case by case basis. To be considered, Donation Request Forms must be fully completed and electronically submitted via The Jaycees of the Quad Cities website (jayceesqc.org) prior to the event. The Jaycees of the Quad Cities solely donates to groups/organizations that are formally recognized as a non-profit/charitable organization by the State of Iowa or Illinois and/or hold a 501(c)3 designation with the IRS. Therefore, proof of your non-profit status is required. Please submit one of the following after your donation request has been submitted:

- Copy of a valid IRS tax exemption certificate (determination letter)
- Statement from a State taxing body, State Attorney General, or other appropriate State Official certifying non-profit status
- Copy of organization's certificate of incorporation or similar document that clearly establishes non-profit status
- Any of the above proof for a State or National parent organization AND a statement signed by the parent organization that your chapter is a local non-profit affiliate
- If none of these apply to you, please reach out to donations@jayceesqc.org.

The Jaycees of the Quad Cities does not donate to events that have taken place prior to the funding request. The Board of Directors generally meets on the first Tuesday of each month and reviews any requests that have been received by the first of the month.

Generally, these requests are \$2,000 or less. For larger donation requests, projects, or programs on a larger scale that intends to make a lasting change with measurable improvements, please refer to the [Impact Project Guidelines](#).

Our Focus

The Jaycees of the Quad Cities has set forth guidelines for community donations in an attempt to concentrate on areas of need within our Greater Quad City community. Donation requests should fall within the following areas of interest:

- Children or families in need or at risk
- Literacy
- Poverty and hunger
- Environmental conservation and preservation
- Education/School events
- Violence/Community safety
- Individuals or groups with special needs
- Community development

However, requests outside of these areas will be considered if The Jaycees of the Quad Cities Board of Directors determine they meet needs within our community. The Jaycees of the Quad Cities Board of Directors has total discretion when considering any request for funding and is under no obligation to provide any basis or reason for denial of any funding request.

Charitable Contributions Guidelines

It is our experience that all requests are for a good cause, however, The Jaycees of the Quad Cities does not contribute to following and is not limited to:

- Individuals/groups/organizations that do not reside within the greater Quad Cities area
- Groups/organizations that are not formally recognized as a not-for-profit/charitable organization by the State of Iowa/Illinois and/or hold a 501(c)3 designation with the IRS
- Benefits/fundraiser events for individuals
- Organizations of primarily religious or political focus
- Private businesses
- Business/agency/organizational employee events (i.e., Christmas parties, company/employee picnics, Prom)
- Sponsorships of sporting teams
- Political fundraising

- Ongoing operating expenses or recurring services
- Salaries, benefits or administrative costs of start-up programming

Donation Requests Process and Timeline

The process by which donations are granted requires the following:

1. The applicant/s fills out the [Donation Request Form](#)..
2. If needed, feel free to email supporting documents or proof of your non-profit status to donations@jayceesqc.org or mail to Jaycees of the Quad Cities, PO Box 3505, Davenport, IA 52808.
3. Any Donation Request Forms submitted by the first of the month will be reviewed in the order in which they are received, by the Board of Directors at the next available Board Meeting, which is generally the first Tuesday of each month.
4. Applicant/s will be notified by phone or email with the result of the funding request and donation amount, if any.

Generally, the process can take an average of 45 days or more. If your project needs funding by a specific date, we recommend that the Donation Request Form is submitted at least 60 days in advance.

Multiple requests from the same organization or for the same event in the same calendar year will be considered at the discretion of the Board of Directors. If an organization is denied funding due to lack of information and resubmits with additional information requested, their request will be considered as a non-duplicate request.