



Donation Policy for the Town of Gypsum

Please read the following very carefully. Donations will be scored based upon the applicant's ability to show not only a need but how the donation will provide an overall benefit to the Town of Gypsum or promote the Town of Gypsum in a positive light. Donations from the Town of Gypsum to groups or individuals will need to use the following guidelines when requesting funds. Requests will be reviewed by Town Staff and a recommendation sent to the Town Council. Requests over \$500.00 will be required to meet with Town Staff prior to processing the application. Individual requests may not exceed \$250.00. If the application is not complete or filled out correctly it will not be reviewed. If your application is accepted you will be requested to attend a Town Council meeting to answer questions about your application. Donation requests are required to be submitted at least 30 days prior to when the donation is needed. All annual donation requests must be submitted no later than September 15th of the prior year. Any applications after that date will not be considered.

1. Explain how this donation or contribution would be an activity that promotes the Town of Gypsum as a great place to work and live?
2. The Town of Gypsum will review applications that provide benefit to the town through their services to the community or by attracting business activity or events to the community. These would include but are not limited to concerts, medical programs or cleanup programs that directly benefit Gypsum or its residents. Will your activity provide any benefit to the Town of Gypsum?
3. The Town of Gypsum will review applications that assist in providing school activities that directly benefit the students in the Gypsum schools and that are not part of the normal school district curriculum, programs, education responsibilities or sports programs. Exception may be made for teams or groups that agree to provide volunteer services to help at town functions in exchange for sponsorship. How will your activity benefit the students in Gypsum schools?
4. The Town of Gypsum will review donations requests from charitable organizations where the charity benefits residents of the Town of Gypsum or supports programs or businesses in Gypsum.
5. Individual requests will be reviewed on a case by case basis to see if they meet the criteria.

Please complete the attached application in full. Any questions may be directed to the Town Manager, Assistant Town Manager or the Town Clerk.