



LGVSD Tracking No. \_\_\_\_\_

# LAS GALLINAS VALLEY SANITARY DISTRICT

## Request for Donation

*Donations must serve a District public purpose. The gift of public funds, such as any expenditure which benefits an individual or small class of individuals only, with no benefit to all of the residents of the District is prohibited by the Constitution of the State of California, Article XVI, Section 6.*

### Applicant Information

Date:		Project / Program / Event Title:	
Applicant Organization Name:			
Address:			
Contact Person / Title:			
Contact Phone Number:		Email:	
Organization Federal Tax ID:		Amount of Request:	\$

### Brief Project or Program Description

*( Attach written request for donation on applicant's letterhead )*

### Certification

I certify that all information provided herein is true. I am aware that submission of this application and supporting documents are subject to approval by the Las Gallinas Valley Sanitary District and that not all applications will be approved.

\_\_\_\_\_  
Applicant Signature (Board Chair / Director or Designee)

\_\_\_\_\_  
Date

Please send you completed application and attachments to:

- 1) MAIL: Las Gallinas Valley Sanitary District, Attn: Request for Donation
- 2) OR, DELIVER IN-PERSON: 101 Lucas Valley Road, Suite 300, San Rafael, CA 94903
- 3) OR, E-MAIL: [info@lgsd.org](mailto:info@lgsd.org) with "Request for Donation" in the "Subject" line.

Ensure you include:

- 4) This application form, and
- 5) Written request on applicant's letterhead describing how the donation will benefit the residents of the District, and
- 6) Detailed project or program budget, and
- 7) Current organization budget and latest financial statement.

101 Lucas Valley Rd Ste 300, San Rafael CA 94903 Phone: 415-472-1734 / Fax: 415-785-4347 Web: [www.lgsd.org](http://www.lgsd.org)

### Eligibility Information

Funding contributions will be considered only for educational or non-profit groups with projects, programs and events that serve to benefit the public and meet the mission of the District to protect the public health and our environment, by providing effective wastewater collection, treatment, and recycling services.

Additional factors to be considered when determining whether to fund a contribution:

- When the educational or non-profit provides a service that complements or enhances one the District provides itself;
- When there is an identifiable secondary benefit to the District; or
- When the educational or non-profit provides a service the District could provide but chooses not to.

Eligible applicants must be hosted by a group that can show the donation benefits the residents of the District. Eligible groups include:

- A. School Groups: Activities or educational programs offered by school groups that represent schools whose boundaries are partially or wholly within the District's limits.
- B. Community and Non-profit Groups recognized as a legal entity organized and operated for a collective, public or social benefit: Events and programs hosted by a non-profit, or by a group sponsored by a non-profit.

Ineligible activities: Political, religious, fundraising for undefined activities, and personal expenditures are not eligible for funding.

### Responsibilities of Donation Recipients

Each recipient is held accountable for using the donation in compliance with the request and any additional terms placed on the donation by the Las Gallinas Valley Sanitary District. In addition, each recipient must:

- Institute adequate controls over project funds to ensure that all funds are properly accounted for.
- Present invoices to the District on request.
- Ensure that the District is kept properly advised of significant factors affecting the successful outcome of the project or program and any significant deviation from the proposed scope, starting date or completion date of the project or program.
- Recipient of the donation must provide a written report to the District Board within 6 months of the event or program end-date. The report must include final audit of funds received and expended. The written report can be submitted electronically and applicant has option to give presentation to District Board along with written report. Late, partial, or non-submitted reports for past events will be considered by the District Board when considering donation requests.

District donated moneys not spent for the purposes intended by the Las Gallinas Sanitary District in approving the donation must be returned to the District within 30 days of termination of the proposed project or program.

*See Board Donation Policy F-140 adopted by Resolution No. 2021-2228 for additional details on the program.*

*** Staff Use Only ***	
Eligible Applicant?	YES__ NO__
Is this the first request this fiscal year?	YES__ NO__
Is request under the annual cap of \$12,500	YES__ NO__
Preliminary inquiry required?	YES__ NO__
Prior donations received: If yes, date of recent award and amount: Was required report submitted within 6 months?	DATE: _____ AMOUNT: _____ YES__ NO__
Date Scheduled for Presentation to Board	
Donation Approved / Denied	DATE: _____
If approved, date check issued:	DATE: _____