



## **Community Contribution Criteria & Request Guidelines**

**Mission:** To lead the fight against heart disease in our local community through education, prevention, and early detection.

**Goals:** To promote and safeguard cardiovascular health for our community, to encourage health lifestyles for our families, and to empower people through education.

### **CRITERIA:**

- The requesting organization must be a non-profit organization.
- The request must be in line with the Jackson Heart Foundation's mission statement.
- The request must be for local projects. In this case, "local" is defined as the Greater Jackson/Metro area of Mississippi.
- Requests will not be accepted for family or sporting events (individual teams or smaller organizations that do not benefit a large segment of the community).
- Requests for any political organizations or candidate seeking office will not be considered.
- The requesting organization's source of support (sustainability) will be considered.
- The donation's overall impact on the community/communities will be considered.
- The size and amount of the request will be considered.
- Requests must be received at least 60 days prior to the event date to ensure proper consideration.

**HOW TO SUBMIT A REQUEST:** The requesting organization should submit a written proposal to include:

- A letter on the requesting organization's stationery, explaining the request and its purpose. Please keep the letter to a maximum of three pages.
- Any additional documentation supporting the request, including the date, time, and location of event, any and all sponsorship levels, and marketing opportunities associated with the request.
- A copy of the requesting organization's current W-9.
- If applicable, a current list of board members associated with the requesting organization.
- A contact name, phone number, and email address for the requesting organization.
- Requests should be addressed as follows:

Jackson Heart Foundation  
Attn: Lizzy Lacoste  
P.O. Box 5021  
Jackson, MS 39296

*The Jackson Heart Foundation reserves the right to deny any and all requests by any and all parties regardless of whether they meet or do not meet the criteria noted herein.*