

## **Assyrian Cultural Foundation Donation Policy**

At ACF, we strive to preserve and promote Assyrian heritage and culture, and create positive change within the Assyrian community globally through social service, art, education, and humanitarian projects. We are committed to providing financial assistance to support the humanitarian needs of the Assyrian people in our ancestral homeland.

In addition to our own programs and projects, ACF receives hundreds of requests each year from worthy organizations and individuals throughout the international Assyrian community. It's important to note that our resources are limited to the fiscal annual budget determined by the State of Illinois and we are unable to grant all of these requests.

There are times, however, when ACF is able to help. Please read the guidelines below before submitting your request.

## **Donation Guidelines**

ACF charitable donations and sponsorships are given primarily to Assyrian organizations, individuals, and initiatives. To request a donation, please follow these guidelines (no phone or fax requests please):

All requests must be typed on your organization's official letterhead if applicable.

Requests must include the following information:

Organization's name, 501(c)(3) tax exempt number

Contact name, mailing address, email address, and phone number

A brief statement of the organization's mission, goals, accomplishments, and geographical area served Amount of request and details on how the grant funds will be used

A description of who will benefit from the donation

If for an event, please provide details about the event

An explanation of how donation to this particular initiative/event aligns with our mission

## Please mail requests to:

Assyrian Cultural Foundation Attn: Community Relations 4343 W. Touhy Avenue Lincolnwood. IL 60712

## Or email PDF file to:

Stella.Sweiss@acf-us.org

Your request will be reviewed by our Board of Directors. You can expect a response within four weeks. Should we choose to grant your donation, you will receive additional instructions.

Occasionally, ACF will have opportunities for nonprofits to partner with our organization. We will keep your organization's name on file in the event an opportunity should arise that you can participate in.

Thank you for contacting ACF. We wish you the best success in your endeavors.