



PORT MADISON ENTERPRISES

AN AGENCY OF THE SUQUAMISH TRIBE

*Suquamish Clearwater Casino Resort • Kiana Lodge • Retail Division
White Horse Golf Club • Property Management Division
www.PortMadisonEnterprises.com*

PORT MADISON ENTERPRISES CORPORATE (NON-CASINO) DONATIONS & SPONSORSHIPS FUND

Dear Prospective Applicant:

Before submitting a request, please read through the application requirements listed on the second page of this packet. If your organization has submitted an application to the Suquamish Tribe's Appendix X Fund, **please provide the response received.**

The Port Madison Enterprises (PME) Board of Directors has created the enclosed application form for contribution requests to ensure that all organizations are treated fairly. Please fill out the application to the best of your ability, taking care not to lengthen your responses significantly beyond the amount of space provided.

Contributions are regularly granted to a wide range of not-for-profit projects and organizations. Our geographic range is generally Western Washington, however, all requests that are presented will be considered.

Applications must be submitted to the PME Board for review at least 30 days prior to your funding deadline and at any time prior to the Board's quarterly deadlines. The Quarterly Deadlines are January 15, April 15, July 15, and October 15, annually. Applications will undergo a paper review first, and if requested applicants may be asked to give a 5-minute presentation to the PME Board to receive funding. Presentations will be scheduled for the last Board Meeting of the quarter if the application was received on time. Once the PME Board has evaluated the application and any requested presentations, the applicant will be notified of the status of the contribution by the Port Madison Enterprises Executive Assistant to the CEO, Richard Williams. Organizations may receive one contribution of funding per calendar year.

Port Madison Enterprises is the economic development arm of the Suquamish Tribe charged with developing community resources for the Suquamish Tribe while promoting the economic and social welfare of tribal members through commercial activities. PME operates several businesses on the Kitsap Peninsula in Western Washington including the Suquamish Clearwater Casino Resort, White Horse Golf Club, historic Kiana Lodge, Agate Dreams, subsidiary Port Madison Enterprises Construction Corporation, and several retail outlets.

For further information, or to submit your application, please contact Richard Williams, at (360) 598-8703 or at PMEFund@ClearwaterCasino.com. Applications can be mailed to: Port Madison Enterprises, Attn: Richard Williams, Executive Assistant to the CEO, 15347 Suquamish Way NE, Suquamish, Washington 98392.

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Email PMEFund@clearwatercasino.com • Phone (360) 598-8703 • Fax (360) 598-6895

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PORT MADISON ENTERPRISES CORPORATE (NON-CASINO) APPLICATION REQUIREMENTS

I. Requests for Donation

Requests for donation from the Port Madison Enterprises (PME) Corporate (Non-Casino) Donations and Sponsorships Fund (the **Fund**) must address a social, economic, educational, or environmental need in a city/community that the Suquamish Tribe and/or Port Madison Enterprises has a presence or common interest. This ongoing, competitive charitable contribution process is designed to support eligible non-profit organizations or governmental agencies/departments that have identified projects that will enhance the quality of life within our community.

1. All parties making a request must completely fill out the PME Corporate (Non-Casino) Donations & Sponsorships Fund Application.
 - A. All requests must be submitted with a cover letter on the organization's letterhead.
 - B. All requests must describe the goals and activities of the organization or project.
 - C. All requests must explain the project for which funding is sought and how the community will benefit.
 - D. All requests must include the specific dollar amount of funding requested and a description of how it will be used.
2. All parties making a request may be required to generate a Public Relations Release to the local press with the assistance of our Marketing Department. Failure to do so may negate future consideration. PME Corporate logos and other promotional materials may be made available to you for sponsorship purposes at PME's sole discretion. If approved, you may be supplied with a media kit. By receiving a grant from the Fund, you are authorizing PME to make use of your organization's name, image, and likeness for its own Public Relations Release.
3. **All applicants must submit their requests to the Board a minimum of 30 days prior to their funding deadline and prior to the Quarterly Deadlines.**
4. If a presentation to the Board is requested, you will be contacted to be added to the agenda.



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II. Requests for Sponsorship

Sponsorship of events and organizations is routinely considered by the PME Board. In order to qualify for sponsorship, the event or organization must fulfill the following criteria:

1. Event or organization must reach a primary or secondary audience of PME.
2. The event or organization must include quantifiable promotion and/or advertising opportunities.
 - A. Advertising opportunities include print, radio, broadcast or internet ads.
 - B. Promotional opportunities include, but are not limited to, signage, banner, and booth space at events and/or PME logo placement on organizational materials.
 - C. PLEASE NOTE - If your event and/or organization is a for-profit business, the advertising and promotional opportunities available as a result of sponsorship must be equal to or greater than the actual cost of the sponsorship.
3. The event and/or organization must promote goodwill between PME and the community at large.

III. Miscellaneous

1. No Casino Donations

The Fund does not use revenues generated by the Suquamish Clearwater Casino Resort to fund approved projects and organizations. The Suquamish Tribe provides assistance to qualified organizations through the Suquamish Tribal Appendix X Fund (“Appendix X Fund”). All financial contribution requests from organizations eligible to the Appendix X Fund are required to apply to the Appendix X Fund before seeking funding from the PME Fund. The Appendix X Fund is managed solely by the Suquamish Tribe and PME does not take part in that process. If you need further information regarding the Appendix X Fund, please visit <http://www.suquamish.nsn.us/home/government/suquamish-grants/>.

2. No Personal Donations

The Fund does not award grants to individuals with the exception of Hardship Contributions to PME Employees.

3. Hardship Contributions to PME Employees

Upon the request of the PME CEO or the PME HR Director, the Board may consider Hardship Contribution requests for a PME Employee. For the purposes of this Policy, hardship is defined as an extreme emergency, unforeseen, temporary, and definable event that causes the employee an acute financial setback. All such awards will not exceed \$1,000. The submission of a Hardship Contribution request to the Board is solely at the discretion of the PME CEO and the PME HR Director. Solicitation of such requests from a PME Employee or on behalf of a PME

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Employee is strictly prohibited; non-compliance with PME's Non-Solicitation Policy may be grounds for disciplinary action, up to and including termination.

4. IRS Reporting

All awards from the Fund will be properly reported to the IRS thus a recipient will receive a 1099 or in the case of a PME employee, it will be reported as a taxable fringe benefit.



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PORT MADISON ENTERPRISES CORPORATE (NON-CASINO)

DONATIONS & SPONSORSHIPS FUND APPLICATION

TYPE OF REQUEST DONATION SPONSORSHIP

SECTION I GENERAL INFORMATION

1. Name of Organization: _____

2. Contact Person: _____ Title: _____

Phone #: _____ Cell #: _____

E-mail: _____ Website: _____

3. Have you applied to the Suquamish Tribe's Appendix X Fund? YES NO

If so, what was the outcome: _____

If not, please explain why: _____

4. Check Made Payable to: _____

Address: _____

5. Date funding is needed: _____

6. Amount of funding requested: _____



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7. Describe the purpose of your organization: _____

8. Describe the project or activity for which the funding will be used: _____

9. Attach a budget of your project or activity; please include your funding efforts and how the money will be spent.

10. Have you received previous contributions from PME? If so, provide dates and amounts.

Date: _____ Amount: _____

Date: _____ Amount: _____

10. Has your organization provided services to Native American people during the past two years? Yes _____ No _____ (If yes, describe the scope of service provided.)

[Sponsorship Requests Please Skip to Section III]



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SECTION II REQUESTS FOR DONATIONS

1. Is your organization a non-profit organization YES NO

Please submit documentation supporting your non-profit status.

2. Please describe any favorable publicity you expect to generate for PME if your contribution is granted. (Newspaper, radio, or television coverage; newsletter stories, event based recognition, annual reports etc.) If previously funded attach copies of any such items.

[Donation Requests Please Skip to Section IV]

SECTION III SPONSORSHIP REQUESTS

In addition to any favorable publicity you expect to generate for the PME if your contribution is granted, please attach a list of promotional and/or advertising opportunities available as a result of sponsorship. If previously funded attach copies of any such items.



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SECTION IV ACKNOWLEDGEMENT

By receiving a donation or sponsorship from Port Madison Enterprises you are authorizing Port Madison Enterprises and/or the Suquamish Tribe to use any photographs, logos, characterizations, or other resemblances of the recipient event or organization with or without endorsement for all purposes, including but not limited to, advertising and publicity regarding Port Madison Enterprises and the Fund.

Upon the submittal of this application, the terms detailed in this application will be binding on your organization. In the event you are unable to provide Port Madison Enterprises with the donation and/or sponsorship publicity items listed in this application, you will be given the opportunity to provide alternatives upon approval by the Port Madison Enterprises Board. The failure to provide such information may be grounds of denial of your application and/or denial of any future applications.

By:

Title: