



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*

PME FUND (NON-CASINO DONATIONS & SPONSORSHIPS FUND)

Dear Prospective Applicant,

Thank you for your interest in the PME Fund. Before submitting a funding request, please read through the application requirements listed on page 3 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 maintains the enclosed form of application for funding requests to ensure 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.

Funds are regularly donated 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 are reviewed once per quarter. Applicants must submit complete applications to the PME Board no later than **December 15, March 15, June 15, and September 15**, in order for the application to be considered and funded for the following quarter. If you are unsure of which deadline to follow, please refer to the below:

Date of Event	Application Deadline
February-April	December 15
May-August	March 15
September - November	June 15
December-January	September 15

The Board will review all timely applications once per quarter. Please plan accordingly. Applications 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. Once the PME Board has evaluated the application and any requested presentations, the applicant will be notified via letter by US Mail of the Board’s decision by

the Port Madison Enterprises Board Coordinator, or other Board designee. Organizations may receive no more than one donation per calendar year, beginning January 1 and ending December 21.

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 without limitation the Suquamish Clearwater Casino Resort, White Horse Golf Club, historic Kiana Lodge, Clearwater Market and other retail outlets, subsidiary Suquamish Evergreen Corporation, subsidiary Port Madison Enterprises Construction Corporation, and subsidiary Port Madison Construction Corporation.

For further information, or to submit your application, please send an email to PMEFund@ClearwaterCasino.com. Applications may also be mailed to Port Madison Enterprises, Attn: PME Fund Coordinator, 15347 Suquamish Way NE, Suquamish, WA 98392.

PME FUND

(NON-CASINO DONATIONS & SPONSORSHIPS FUND)

APPLICATION REQUIREMENTS

I. Requests for Donation

Requests for donation from the Port Madison Enterprises Corporate (Non-Casino) Donations and Sponsorships Fund (the “PME Fund”) must address a social, economic, educational, or environmental need in a city or community in which the Suquamish Indian Tribe and/or Port Madison Enterprises have a presence or common interest. Donations from the PME Fund are awarded using an ongoing, competitive process, designed to support eligible non-profit organizations and governmental agencies engaged in projects that will enhance the quality of life within our community.

1. All such organizations and agencies seeking funding must complete the PME Fund (Non-Casino) Donations & Sponsorships Fund Application.

A. All Applications must be submitted with a cover letter on the organization’s or agency’s letterhead.

B. All Applications must describe the goals and activities of the organization or agency, and of the project.

C. All Applications must explain how the project will benefit the community.

D. All Applications must include the exact dollar amount of funding requested, and a description of how the funding will be used.

2. Applicants may be required to generate, or to be identified in, a Public Relations Release to the local press with the assistance of PME’s Marketing Department. Failure to participate in that effort may disqualify the Applicant from future funding consideration. PME logos, images, and other promotional materials will be made available to the Applicant for sponsorship purposes at PME’s sole discretion. If your application is approved, PME Board Coordinator or other Board designee may supply you with a media kit, and you will be required to comply with the instructions and guidance in that media kit. By receiving a donation from the PME Fund, you are authorizing PME to make use of your organization’s name, image, and likeness for PME’s own Public Relations Release(s).

3. Applicants must submit their requests to the Board by the deadlines provided in the chart below:

Date of Event	Application Deadline
February-April	December 15
May-August	March 15
September - November	June 15
December-January	September 15

4. If the Applicant wishes to make a presentation to the PME Board of Directors, the Applicant must request to do so in the Application. Presentations to the Board of Directors will be permitted at the sole discretion of the Board. The Board Coordinator or other Board designee will contact the Applicant to arrange the date and time of the presentation if the Board decides to schedule a presentation.

II. Request for Sponsorship

In order to qualify for a sponsorship consideration, the event and organization must fulfill the following criteria:

1. The event and organization must reach a primary or secondary audience of PME.
2. the event and organization must include quantifiable promotional and/or advertising opportunities.
 - A. Advertising opportunities may include, but are not limited to, print, radio, broadcast, or internet ads.
 - B. Promotional opportunities may 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 conducted for-profit, 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 organization must promote goodwill between PME and the community at large.

III. Miscellaneous

1. No Casino Donations

The PME Fund does not use revenues generated by the Suquamish Clearwater Casino Resort to fund approved projects and organizations. The Suquamish Indian Tribe uses gaming revenues to provide assistance to qualified organizations through the Suquamish Tribe Appendix X Fund (“Appendix X Fund”). All organizations that are eligible to request financial contributions from the Appendix X Fund must apply to the Appendix X Fund first and receive an approval or rejection of their application before applying to the PME Fund. The Appendix X Fund is managed solely by the Suquamish Indian Tribe, and PME does not take part in the Appendix X Fund review process. If you need further information regarding the Appendix X Fund, please visit <https://suquamish.nsn.us/home/suq-foundation/grant-programs>.

2. No Personal Donations

The PME Fund does not donate to individuals, except for Hardship Contributions to PME employees.

3. IRS Reporting

PME will report all donations from the PME Fund to the IRS; thus, a recipient will receive a 1099.



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PME FUND (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 yes, when did you apply and what was the outcome: _____

If no, please explain why you did not apply: _____

4. Check Made Payable to: _____

Address: _____

5. Date funding is needed: _____

6. Amount of funding requested: _____

7. Describe the purpose of your organization: _____

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

9. Attach the budget for your project or activity; please describe your funding efforts and how the money will be spent.

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

Date: _____ Amount: _____

Date: _____ Amount: _____

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

12. (Optional): Do you wish to request a 5-minute presentation to the PME Board of Directors?

Yes No

(Please note, the presentation is to be approved by the PME Board of Directors. If you request an in-person presentation, it is not guaranteed that the option for a presentation will be accepted. If you are approved to

make a presentation before the Board, the Board Coordinator or other Board Designee will reach out to you with further instructions.)

[Sponsorship Requests Please Skip to Section III]

SECTION II REQUESTS FOR DONATIONS

1. Is your organization a non-profit organization YES NO
Please submit documentation of your non-profit status.

Federal TIN #: _____ UBI#: _____

2. Please describe any favorable publicity you expect to generate for PME if your donation request is granted. (Newspaper, radio, or television coverage; newsletter stories, event-based recognition, annual reports etc.) If previously funded by PME, 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 donation request 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.

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 photographs, logos, characterizations, or other resemblances of your event and organization with or without endorsement for all purposes, including but not limited to, advertising and publicity regarding Port Madison Enterprises and the PME Fund.

Upon the submittal of this Application, the terms detailed in this Application will be binding on your organization. If 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 of Directors. Failure to provide such information may be grounds for denial of your Application and/or denial of any future Applications.

By:

Title: