



**CHARITABLE GIVING PROGRAM
DONATION REQUEST FORM/REQUIREMENTS
FITZGERALD & HALLIDAY, INC.**

Guiding Policy: FHI conducts a focused program of financial giving, donating to non-profit organizations that benefit the communities in which FHI employees live and work and which work in the following areas corresponding to our support for the objectives of creating livable communities and a healthy environment:

- Natural resource preservation and conservation
- Cultural/community resource preservation and/or enhancement
- Historic and archeological resource preservation and/or enhancement
- Neighborhood preservation and/or enhancement
- Environmental education
- Downtown preservation and/or enhancement
- Enhanced access to transportation options
- Advancement of women-owned business enterprises

Eligible Organizations: Eligible organizations include all non-profits with 501(c) (3) tax-exempt status and with programs that primarily address one or more of the areas listed in the *FHI Guiding Policy for Charitable Donations* (above)

Examples of Non-eligible Organizations/Donations

- Private foundations or trusts
- Gifts to individuals or families
- Gifts to religious organizations
- Gifts to political organizations, candidates, or to support specific legislation

FHI reserves the right to determine whether the request for funds complies with eligibility criteria, application procedures and the intent of the program.

TO MAKE A REQUEST

- Send a letter to the address indicated below on your organization letterhead detailing your request:

Carol Gould
Charitable Giving Program Chair
Fitzgerald & Halliday, Inc.
72 Cedar Street
Hartford, CT 06106

- The following information must be included in any request:
 - Documentation that the organization has 501(c) (3) tax exempt status for a charitable contribution to be made by FHI.
 - Value of the donation request.
 - Specific program to be funded if applicable
 - Information about what portion or percentage of funds donated will go directly to programs and what portion or percentage will go to organization administration or fundraising processes.