



Donation Policy

The Little Theatre Film Society Inc. is proud to support charitable fundraisers for fellow arts, cultural, community, and educational nonprofit organizations in the Greater Rochester area. We are asked to support many worthwhile charitable causes. *The Little itself is a nonprofit organization, as such, it is necessary to limit the number of complimentary donations that we distribute each year.* While we make every effort to support as many requests as possible, we are unable to accommodate all of them. Please refer to the policies and guidelines below to determine if your organization is eligible to apply for a donation.

Your organization must:

- A. Operate in and primarily benefit one of the following New York counties: Monroe, Genesee, Livingston, Ontario, Orleans, Seneca, Wayne, Wyoming, or Yates.
- B. Be nonprofit with a 501(c)(3) status.
- C. Must not have received a donation from The Little Theatre Film Society during the current calendar year. *No organization is eligible to receive more than one donation per year.*
- D. Priority will be given to organizations with the following missions:
 - i. Provide educational programming.
 - ii. Serving children or families.
 - iii. Fellow cultural organization in the Greater Rochester area; *reciprocity encouraged.*

Your request must:

- A. Be for a charitable fundraiser that directly supports the organization.
- B. Be submitted by the applicable review date. See the chart below to determine your deadline:

If your event is in this month:

January
February
March
April
May
June
July
August
September
October
November
December

Your request must be received by:

November 30th
December 31st
January 31st
February 28th
March 31st
April 30th
May 31st
June 30th
July 31st
August 31st
September 30th
October 31st

- C. Please send requests via e-mail at info@thelittle.org or you may also print an application and mail a hardcopy to:

The Little Theatre Film Society
Attn: Donation Request
240 East Ave
Rochester, NY 14604

***Please note:** *Fax or phone requests will not be considered.*

- D. Contributions will not be made to the following:
 - a. We will make no donations that benefit a specific religious or political organization or any organization which represents an issue generally regarded as political.
 - b. Requests for door prizes, holiday parties, incentive programs, third-party fundraisers or recognition events, including rewards-based endeavors such as summer educational programs. We regret we cannot support funding for social or extracurricular activities.
 - c. Events that are being held for individuals, private families, performance groups or athletic teams.

***Please note:** *Adherence to these guidelines does not guarantee that the Little Theatre Film Society will be able to fulfill your request.*

Processing:

1. Eligible requests will be reviewed in the first week of the month, in the month prior to the date of the event. Please refer to the chart above to ensure that your donation request is received in a timely manner.
2. Donations will be processed and sent by mail at least two weeks prior to the event date to the address provided on your application. Those that meet the qualification and are approved will receive 4x complimentary tickets valued at \$36, based on our discretion.
3. Donation cannot be transferred for other goods or services and are subject to change based on current Little Theatre policies at the time of redemption. **The Little is not responsible for lost or stolen donations OR if a donation is not redeemed prior to its expiration date.**
4. We have a set quota for each month. Once the quota is met, *no other donations will be processed.*

Due to the volume of requests we receive, we are unable to respond to each organization that submits a request. *If you do not receive a response within 3 weeks of your event, we regret that we are unable to fulfil your request.*

Branding, logo usage, and promotional statement:

1. The Little Theatre Film Society is happy to provide recipient organizations with marketing materials for display with the complimentary ticketing. You can request to receive printed or digital materials when submitting your donation request.
 - a. If you request printed materials, these will be mailed in the same envelope as membership/ticketing voucher.
 - b. Digital materials will be emailed to the contact person provided in your request.
2. We ask that you please use only the marketing materials provided to you by The Little so that we can provide our community members with consistent mission-based messaging.
3. To get high resolution Little Theatre logo or photos to supplement the marketing materials provided, please contact, info@thelittle.org.