



## DONATION REQUEST GUIDELINES AND INSTRUCTIONS

### Larry H. Miller Charities Background

Larry H. Miller Charities is a 501(c)(3) nonprofit organization set up in 1995 to operate as the charitable arm of the Larry H. Miller Group of Companies. The board of trustees consists of 12 individuals: two members of the Miller family, two members of the general public and eight employees who represent the various branches of the Larry H. Miller Group of Companies. Board members generally meet every six to eight weeks to consider donation requests that have passed an initial review and filtering process. The board of trustees is based in Utah, with employee subcommittees in Arizona, California, Colorado, Idaho, New Mexico and Washington providing assistance in outlying areas.

Funds available for donation come from three sources:

- 1) Monthly contributions from Larry H. Miller companies
- 2) Contributions from employees of Larry H. Miller companies
- 3) Contributions from members of the general public via fundraisers

### Funding Guidelines

Funding is provided to groups whose programs and services benefit those who live in the same communities where Larry H. Miller companies conduct business. These communities are located in Utah, Arizona, California, Colorado, Idaho, New Mexico and Washington. (See contact information for the specific area within each of these states.) Our giving focuses on **programs that assist women and children, with emphasis placed on the issues of health and education.** Priority is given to requests that benefit women and children who are at-risk or underprivileged.

Larry H. Miller Charities does not normally sponsor or contribute to fundraising dinners, golf tournaments, races or other similar events. Donations are not usually provided to start-up groups or programs. Due to restrictions within the funding guidelines of Larry H. Miller Charities, we cannot contribute to private individuals or earmark donation funds for use by specific individuals, even through a church or other nonprofit organization. LHM Charities does not donate vehicles.

### Submitting a Donation Request

**Proposals that do not include the following information will not be considered for funding. Please be aware that a response to your request may take up to 90 days.**

The main body of your proposal (not including attachments) should not exceed 3 pages. If documents need grouped together, please use paper clips rather than staples. Pages should be one-sided and any text, graphs or photos should be in black and white, not color.

1. Briefly describe your organization including how long it has been in existence.
2. Indicate the amount of funding requested and identify how it will be spent, including:
  - a. A detailed description of the program(s) involved and number of years of operation
  - b. Precisely where and how the donation will be utilized within the program

- c. Number of individuals the program benefits and how many would be impacted by the specific monies requested from Larry H. Miller Charities
  - d. Description of program participants (e.g., special needs, socioeconomic background, age-range, demographics, etc.)
3. If available, please provide information or statistics that quantify program results.
  4. List total salaries (without benefits) for your organization and the number of part-time and number of full-time employees.
  5. Attach the following financial information:
    - a. Current operating budget
    - b. Itemized program budget
    - c. Profit/loss statement or balance sheet for the most recently completed fiscal year (Public schools do not need to provide items *a.* or *c.*)
  6. Attach a list of your nonprofit's board of trustees.
  7. Attach a brief list of major or long-term donors to your organization.
  8. It is mandatory that you attach a copy of your IRS 501(c)(3) tax exempt document.

Additional supplementary materials are welcome, but not necessary. Proposals should be typewritten and can be addressed or emailed to the Larry H. Miller Charities contact in your area. Further clarification regarding proposal guidelines is provided in the appendix.

## LARRY H. MILLER CHARITIES CONTACTS

<b>UTAH</b> Karol Elkington	Larry H. Miller Management Corporation 9350 South 150 East, Suite 1000 Sandy, UT 84070	(801) 563-4169 <a href="mailto:kelkington@lhm.com">kelkington@lhm.com</a>
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<b>ARIZONA - Tucson</b> Brianna Petty	Larry H. Miller Dodge Ram Tucson 4220 East 22 <sup>nd</sup> Street Tucson, AZ 85711	(520) 745-7956 <a href="mailto:brianna.petty@lhmauto.com">brianna.petty@lhmauto.com</a>
<b>CALIFORNIA - Corona</b> Joe Ehlert	Larry H. Miller Toyota Corona 1700 West 6 <sup>th</sup> Street Corona, CA 92882	(951) 734-6020 <a href="mailto:joe.ehlert@lhmauto.com">joe.ehlert@lhmauto.com</a>
<b>COLORADO - Boulder</b> Steve Doersam	Larry H. Miller Toyota Boulder 2465 48 <sup>th</sup> Court Boulder, CO 80301	(303) 443-3250 <a href="mailto:sdoersam@lhmauto.com">sdoersam@lhmauto.com</a>
<b>COLORADO - Colorado Springs</b> Stacey Payne	Larry H. Miller Liberty Toyota 5115 New Car Drive Colorado Springs, CO 80923	(719) 388-4191 <a href="mailto:spayne@lhmauto.com">spayne@lhmauto.com</a>
<b>COLORADO - Denver</b> Kari van Wyk	Larry H. Miller Nissan Highlands Ranch 1320 Plum Valley Lane Highlands Ranch, CO 80129	(720) 274-5250 <a href="mailto:kvanwyk@lhmauto.com">kvanwyk@lhmauto.com</a>
<b>IDAHO - Boise</b> Penny Ivancic	Larry H. Miller Chrysler Jeep Dodge Boise 222 Auto Drive Boise, ID 83709	(208) 947-6545 <a href="mailto:pivancic@lhmauto.com">pivancic@lhmauto.com</a>
<b>NEW MEXICO - Albuquerque</b> Michelle Aragon	Larry H. Miller American Toyota 5995 Alameda NE Albuquerque, NM 87113	(505) 823-4440 <a href="mailto:maragon@lhmauto.com">maragon@lhmauto.com</a>
<b>WASHINGTON - Spokane</b> Kelsey Lewis	Larry H. Miller Lexus Spokane 1105 West 3 <sup>rd</sup> Avenue Spokane, WA 99201	(509) 747-7000 <a href="mailto:kelsey.lewis@lhmauto.com">kelsey.lewis@lhmauto.com</a>

## Proposal Guidelines Appendix

Larry H. Miller Charities contributes to a wide variety of organizations; however, if your answer is “no” to any of the following questions, your proposal will *not* be considered for funding.

**Is this donation for a 501((3) nonprofit organization, not a private individual?**

Individuals requesting donations or sponsorships for humanitarian trips, beauty pageants, athletic competitions and similar types of individually sponsored activities do not qualify for funding. Requests for donated vehicles or financial assistance due to hardship also do not qualify.

**Can you provide us with a copy of your organization’s IRS 501(c)(3) document?**

Larry H. Miller Charities donates to 501(c)(3) nonprofit organizations. It is mandatory that proposals include documentation issued by the IRS confirming 501(c)(3) status. This is often referred to as an IRS determination letter. Submissions that do not include appropriate paperwork will not be considered for funding. Documentation must verify that IRS nonprofit status has been in place for at least one year.

**Will the proposed donation directly benefit women and children, preferably in the areas of health and education?**

Larry H. Miller Charities focuses its donations on programs and organizations that directly benefit women and children. Priority is given to requests that will help at-risk or underprivileged women and children in the areas of health and education.

**Does this donation benefit those who live near Larry H. Miller businesses?**

Donation proposals that primarily benefit those living outside of the country or in communities not located near Larry H. Miller companies will *not* be considered for funding. Refer to the contact list on Page 2 for information regarding which areas qualify.

**Has your program or organization been in existence longer than one year?**

Our organization has determined that it is not in its best interest to fund start-up programs. Proposals regarding programs or groups less than a year old will not be considered.

**Will this be a direct donation that does *not* involve sponsorship of a fundraiser?**

Larry H. Miller Charities prefers contributing directly to nonprofit organizations rather than purchasing tables at charitable benefits or sponsoring fundraising events such as races, golf tournaments and other similar activities.

**General Information**

Though your proposal does not need to be lengthy (2-3 pages is usually sufficient), we do need enough detail to make an informed decision. Listed below is a very simple sample of the type of information our organization would like to see.

**Sample:** Avoid generalized phrasing such as: *Smith Elementary requests funding for its students.*

Instead, state your request using details such as:

*Smith Elementary requests \$1,850 for its remedial reading program, Ready to Read. This program has been in operation for three years and assists upper-grade students whose test results indicate they are two grade levels or more behind their peers in reading skills.*

*180 students have completed the program so far, and 60 students are enrolled this semester. Standardized testing indicates that 5 percent of students who completed the program increased*

their reading levels by three grades, 45 percent by two grades, 49 percent by one grade, and 1 percent by one-half grade level or less.

School boundary changes have created a recent influx of new students and nearly doubled the size of our remedial reading classes. Textbooks, teaching materials and instructors are in short supply.

<b>Ready to Read Program - Proposed Donation: \$1,980</b>		<b>Alternative Donation Request: \$860</b>	
<i>1 teacher's manual</i>	<i>\$50</i>	<i>1 teacher's manual</i>	<i>\$50</i>
<i>1 set of supplementary worksheets</i>	<i>\$30</i>	<i>1 set of supplementary worksheets</i>	<i>\$30</i>
<i>30 McMillan "You Can Read" textbooks (30 @ \$26 per textbook)</i>	<i>\$780</i>	<i>30 McMillan "You Can Read" textbooks (30 @ \$26 per textbook)</i>	<i>\$780</i>
<i>1 teacher's aide for 2 semesters (80 hrs x 2 semesters @ \$7 an hour)</i>	<i>\$1,120</i>		