



CHARITABLE DONATION REVIEW BOARD DONATION REQUEST PROCEDURE

All requests must be in writing addressed to:

Big Lake Spud Fest
Charitable Giving Board
P.O. Box 215
Big Lake, MN 55309

Each request must be accompanied by Form LG503-BLSF (attachment 1).

The ENTIRE form must be completed. Failure to complete the form in its entirety will result in delays. Sign and date the form.

If the requesting organization is a government body (city, county, school district), Form LG-555 (link to MN Gambling board) is required by the Minnesota Charitable Gambling Board. This form will need to be completed upon donation receipt.

Additional paperwork will be required if the requesting organization conducts its own charitable gambling, Form LG-270 (link to MN Gambling board).

Processing donation requests can take 2-4 weeks depending on the timing of the request and if the request is complete. The Big Lake Spud Fest Charitable Donation Review Board meets monthly on the 2nd Monday of the month. Requests must be received 5 days before this date in order to be reviewed. Any requests not received 5 days prior to the 2nd Monday of the month will be pended until the following month.

At that time, all requests are reviewed for the following:

- Does the request meet Lawful Purpose as outlined in Minnesota Statutes?
- Is the request accompanied by all forms?
NOTE: Non-Profits must send their Letter of Determination with the request. Your request will not be accepted without it.
- Does the requesting organization conduct lawful gaming?
- Is the form(s) signed and dated?
Please print, sign & date then scan and email or mail to the address above. Do not email a form that has not been signed or dated.
- Does the request impact or relate to Big Lake Schools facilities and/or programming in any way? If it does, you need to obtain the signature of one of the following: Superintendent, Activities Director, or Director of Community Education.

Priority will be given to organizations committed to developing programs that make a lasting impact on youth and underserved communities. This may include, but is not limited to, investments in safety equipment, durable multi-year equipment, and initial startup funding.

The Charitable Donation Review Board may request further clarification concerning the request. This may be done either by telephone or a presentation at a monthly meeting.

If the request meets the above criteria, it is then passed on to the Big Lake Spud Fest (BLSF) Board of Directors (BOD). The BLSF BOD meets on the 3rd Tuesday of each month. The BOD reviews the request. You will be notified if the request was approved or denied. By Minnesota Statute, the general membership decides whether or not a donation will be approved.

Please note that some requests may be put on hold or delayed as the board evaluates the needs of the community and the availability of funding. Turning in your donation requests early will help the board process requests in the order of priority. Donation requests that are urgent outside of board deemed hardship requests are not guaranteed immediate attention.

If there are any questions during the process, please send an email to biglakespudfest@gmail.com.

REQUESTS FOR DONATIONS VIA TELEPHONE WILL NOT BE ACCEPTED.



Donation Request Form

Government/Non-Government Organization Information

Name of Government/Organization/Person Requesting Funds Phone Number E-mail Address
Address City State Zip Code

Government Section

Check type of government making request:
City County Township School District of
State of Minnesota Department of Division of
Other Government Entity (specify)

Non-Government Section (Organization)

Private Party
Organization
Non-profit/501c3 (ATTACH IRS DETERMINATION LETTER)
Is your organization gender specific? YES NO If yes, please explain:
Other (specify) (ATTACH CERTIFICATE OF INCORPORATION)
Does your organization have a current Charitable Gambling License? YES NO If yes, please provide details:

Organization Information

Organization Phone Number License Number
Big Lake Spud Fest (c/o Charitable Giving Board) 612-810-2119 04272
Address City State Zip Code
PO Box 215 Big Lake MN 55309

Lawful Purpose Request

Amount of Request: \$ Total Program Budget: \$ % of Request to Total Budget:
Projected Program Revenue:
Fees \$ School Support \$
Big Lake Spud Fest \$ Government Support \$
Other Community Organizations \$ Foundations/Corporations \$
Individual Donations \$ Other (Explain) \$

Give a brief description of your organization and explain why you are making this donation request. Provide as much detail as possible (attach additional sheets if necessary.)

Big Lake Schools Impact

Does your request impact or relate to Big Lake Schools facilities and/or programming in any way? YES or NO If yes, you need to obtain the signature of the Superintendent, Activities Director, or Director of Community Education.

SIGNATURE:

How many participants in your organization will benefit from this donation?
Does your organization serve the community of Big Lake? YES or NO If yes, what percentage?
Is this a time-sensitive request? Do you need the donation by a deadline date? If so, what is the date?
If applicable, did your organization volunteer and help during the 2025 Spud Fest week-end? YES or NO If so, what did you help with?

By completing this form, the government's/non-government's agent confirms that the requested funds will be spent for a lawful purpose. This request expires one year from the date below and may be renewed at the request of the local governing body.

Signature of agent/requester Title Date

Print Name

BLSF OFFICE USE ONLY

Date Received Form: Board Recommendation:
Recommended Account:
Charitable Gambling Funds General Account Funds
Date of Membership Meeting Discussion Date of Motion/Second Date Passed
Check Number Date of Check Check Amount