

## **Atlanta History Center Guidelines For Submitting a Community Donation Request**

The Atlanta History Center (AHC) supports hundreds of local nonprofit 501(c)(3) organizations annually by donating Family Passes to assist in fundraising efforts. Due to the volume of the requests received, organizations must meet the following guidelines to be considered.

- Donation requests for charitable events to support nonprofit organizations in the state of Georgia will be considered. **Out-of-state requests cannot be fulfilled.**
- The purpose of the event must emulate the mission of the AHC.
- Fundraisers to benefit capital expenditures, brick and mortar projects, technology improvements or a specific individual or individual family do not qualify as a charitable cause.
- The following examples of charitable causes will be considered:
  - Historic Preservation
  - Health and Human Services
  - Public and Social Benefit
  - Environmental Issues
  - Animal Welfare and Wildlife Conservation
- All donation requests must be submitted in writing on organization letterhead. A PDF of a scanned letter, submitted via email, is acceptable.
- A PDF(sent via email) or printed copy (sent via USPS) of the requester's 501(c)(3) IRS Determination Letter should also be sent with the request.

### **Submit A Request**

#### By Email

[communitydonations@atlantahistorycenter.com](mailto:communitydonations@atlantahistorycenter.com)

Email requests will only be accepted if it includes a PDF of the donation request letter on organization letterhead.

#### By Mail

Atlanta History Center  
Attention: Community Donations  
130 West Paces Ferry Road  
Atlanta, GA 30305

## **Requests are not accepted by phone**

- Requests must include the name of the nonprofit organization, 501(c)(3) IRS Determination Letter, date of the fundraiser, the purpose and beneficiary of fundraiser, contact name and address to which the donations will be sent. **Incomplete requests will be returned.**
- Requests must be received at least 21 days prior to the event date. Community donations are processed twice a month.
- One request per organization, per calendar year, will be considered.
- The standard AHC donation is one Family Guest Pass, valid for two adults and up to four youth or students, and has a \$115 value. The Family Guest Pass is valid for one day admission and does not qualify for membership.

All requests are evaluated on an individual basis. Submitting a request does not guarantee a donation. Organizations seeking tickets beyond the standard donation are encouraged to purchase tickets at the group rate for distribution. Discounted group rate tickets are available for purchases of more than 10 tickets. Please contact the Group Sales department at 404.814.4031 to purchase tickets, or visit our website at [atlantahistorycenter.com](http://atlantahistorycenter.com).