



205 Caja del Rio Road
Santa Fe, NM 87507

Links de Santa Fe
Santa Fe's Course of Choice

LinksdeSantaFe.com
(505) 955-4470

Donation Request Policy & Procedures

Please Read Carefully

Known as the City of Santa Fe's finest municipal golf course since 1998, *Marty Sanchez Links de Santa Fe* is committed to positively impacting the needs of our local community by providing assistance to charitable organizations. Due to the large number of requests received each year, (MSL) attempts to approve as many requests as possible, however, cannot guarantee that every donation request will or can be fulfilled.

Application Instruction's

1. Download the donation request policy and procedures form/application from LinksdeSantaFe.com
2. Fill out the application completely and correctly with one point of contact, listing phone and email address
3. Save and email the donation request form to LinksdeSantaFe@SantaFem.gov

General Policy

The following policy and procedures have been established to help create consistency to all organizations that are seeking a donation request for an non-profit organization from Marty Sanchez Links de Santa Fe. Priority is given to the surrounding communities within the State of New Mexico and places emphasis on giving qualified 501(C)(3) charitable organizations and non-profit educational institutions donations.

Per fiscal year (July-June), the City will issue and limit the number of rounds to no more than:

- 40 rounds of golf per year (golf cart not included)

Donation Exclusions

The City of Santa Fe's Marty Sanchez Links de Santa Fe is unable to approve or contribute to the following:

- Donation requests for monetary support
- Donations intended for resale
- Donations to labor, social or political groups
- Donations intended for online auctions
- Donation requests for specific merchandise
- Donations to benefit specific individuals or families

Processing Procedure

Due to the large number of requests (MSL) receives each year, **please allow a minimum of four weeks, prior to your event date, to process your donation request. No inquires, phone calls, or emails please.**

Approved Requests ONLY: The (MSL) marketing staff will contact your organization via email or telephone to notify the contact name listed on the form that the donation request has been approved and to arrange pick up.

***Incomplete applications will not be processed**

***All donation decisions made by Marty Sanchez Links de Santa Fe are final & not appealable**



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Donation Request Form

By checking this box, you agree to the Marty Sanchez Links de Santa Fe policies set forth at LinksdeSantaFe.com
Failure to agree to the policies set forth by The City of Santa Fe, a government entity, will result in a denial of the application.

Organization Information

Date of Application: _____ Organization Name: _____

Organization Address: _____

Organization City: _____ Organization State: _____ Organization Zip: _____

Event Information

Name of Event: _____ Year Started: _____

Date of Event: _____ Approximate Attendees: _____ Annual Event: Yes No

Event's Target Audience: _____

How do you promote the Event?: _____

What marketing, promotion, and/or advertising benefits will Marty Sanchez Links de Santa Fe receive if rounds of golf are provided for your organization's fundraiser?:(attach additional pages if necessary).

Has Marty Sanchez Links de Santa Fe donated for this event in the past?: Yes No

Summary of the Organization's Mission:

Summary of the Mission of the Specific Event:

Is the Organization a 501(C)(3) Tax Exempt Organization? Yes No Tax ID Number: _____

Contact Information

Contact Name: _____ Contact Phone Number: _____

Contact Email: _____

Submission Instructions

Save the document as a .PDF document, along with an event flyer. Then email the request to LinksdeSantaFe@santafenm.gov