



## Donation Application

Your complete application must be received at least 45-60 days in advance of your event date and 'pick up' date in order to be considered. Please read the donation guidelines in full before filling out this form.

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Pick up Date: \_\_\_\_\_

Organization: \_\_\_\_\_

\*501C3 # \_\_\_\_\_

Address: \_\_\_\_\_

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

How many people will attend this event? \_\_\_\_\_

How will Whole Foods Market be acknowledged for this event? \_\_\_\_\_

Describe your request: \_\_\_\_\_

**You may mail or drop off your request, 501c3 letter and relevant paper work. No phone calls or faxes please. Due to the number of donation requests, only organizations whose donation has been granted will receive a call back from Whole Foods Market. For questions, email [michelle.ezzy@wholefoods.com](mailto:michelle.ezzy@wholefoods.com)**

\*A catering menu is available from our Prepared Foods Department which describes our sandwich platters, side dishes, breakfast baskets, etc.

# **Donation Guidelines**

## **Whole Foods Market Bedford**

Please read all guidelines on this page before submission. At Whole Foods Market we strive to support local nonprofit organizations and causes. The most common way is by donating gift bags or food to special events. Each store keeps a monthly Donations Budget.

**Due to the volume of applications we receive, we regret we cannot grant every request.**

We evaluate applications based on the following guidelines:

1. The recipient **must** be a 501c3 nonprofit organization. A copy of the 501c3 letter from the IRS **must** accompany the application. This letter comes from the Treasury Dept. and is different from a state tax-exempt form.
  
2. The application must be received at least **45-60** days before the event date and the 'pick up' date in order to be considered. Applications are reviewed on a first come-first serve basis. Because the Donations Budget is limited, early submission of your application is recommended.
  
3. The organization must fall into one of the categories Whole Foods Market supports:
  - Environmental Preservation
  - Preventative Health Care
  - Hunger Relief
  - Organic Farming/Sustainable Food Resources
  - Education on any of the above.

Because Whole Foods Market believes in being an active community member, requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a store location and funding is available.

4. We do **not** donate foods to individuals, individuals seeking pledges, multiple requests from the same organization or organizations and/or causes outside of the Bedford area. **Past support of an organization or an event is not a guarantee of future support.**

Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for Whole Foods Market to fulfill every request. Each approved organization is restricted to one donation per year.