



Montgomery County

Donation Request Application Guidelines

Giving back to our community comes naturally. We strive to support local organizations which focus on health and human services, education, environmental preservation, hunger relief, the arts and animal compassion. However, each Whole Foods Market location has budgetary constraints and can only approve a limited number of the many donation request applications received. Please help us serve you and our community better by submitting your applications according to the following required guidelines:

1. Complete the attached Whole Foods Market Donation Request Application.
2. Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.
3. Submit the application at least 30 days prior to the date the donation is needed.
4. Return only one copy of the application to the store serving your community.
5. Submit your application by mail, fax, email or deliver to your nearest store's Customer Service Desk.

Please remember, applications which do not meet all five above requirement will automatically be declined.

Frequently Asked Questions

Which Whole Foods Market location should receive my completed donation request application?

The address of the non-profit generally determines the store reviewing the request. Organizations which are regional should address their donation request application to the store nearest to the location of the event, fundraiser or program.

Our Bethesda store supports: Bethesda, Chevy Chase and Potomac

Our Rockville store supports: Rockville, Kensington, Garrett Park and Olney

Our Kentlands store supports: Gaithersburg, Germantown, Washington Grove, Laytonsville and Damascus

Our Silver Spring store supports: Silver Spring, Takoma Park and Wheaton

Which organizations are eligible to receive donations?

Whole Foods Markets of Montgomery County accepts donation request applications from local non-profit organizations with 501(c)3 status. The event, fundraiser or program must serve the local community. Whole Foods Market cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program. Whole Foods Markets of Montgomery County does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside the Montgomery County region. Past support does not guarantee future support.

What is acceptable documentation of my organization's non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

How will I know if my donation request application has been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice at least 2-3 weeks prior to your event, fundraiser or program date. Due to the number of requests each store receives, we request you correspond with us about your application status via email whenever possible.



Montgomery County Donation Request Application

Please apply only to the Whole Foods Market nearest your organization's address.

Bethesda

5269 River Road
Bethesda, MD 20816
bethesdacommunity@wholefoods.com
fax:301-984-4870

Kentlands

316 Kentlands Blvd.
Gaithersburg, MD 20878
kentlandscommunity@wholefoods.com
Please do not fax

Rockville

1649 Rockville Place
Rockville, MD 20852
rockvillecommunity@wholefoods.com
Fax 301-816-1897

Silver Spring

833 Wayne Avenue
Silver Spring, MD 20910
silverspringcommunity@wholefoods.com
Fax 301-608-9366

Important –carefully read guidelines on other side before completing application.

Please PRINT All Information

Today's Date _____ Organization _____

Non-Profit Federal Identification Number ___ - ___ - ___ - ___ - ___ (Copy of 501(c)3 letter must be attached)

Address _____

Contact _____ Title _____

Email _____

Phone (day) _____ (evening) _____ Fax _____

Please check one: **Special Event** **Fundraiser** **Community Service Program**

Name of Event or Fundraiser _____

Day and Date: _____ Time: _____ Expected Attendance: _____

Location: _____

Mission or Purpose: _____

If this is a fundraiser, how/where will funds be used? _____

Item(s) requested from Whole Foods Market® (please be as specific as possible) _____

How will the contribution of Whole Foods Market® be recognized? _____

Copies of publications or press materials which recognize Whole Foods Market® contributions are requested with your post-event "Thank You" letter.