



## Midwest Region Donation Application

Your complete application must be received at least six weeks in advance of your 'pick up' date in order to be considered.

*Please read all guidelines on the reverse side of this application before submission.*

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

Organization: \_\_\_\_\_ \*501C3 # \_\_\_\_\_  
\*Please attach copy of 501c3 status.

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

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

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

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

1. Mission statement of organization:

2. Description of event:

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

4. How will Whole Foods Market be acknowledged for this event?

5. Requesting (check one): \_\_\_\_\_ Gift Card \_\_\_\_\_ Food \_\_\_\_\_ Gift Basket

6. Describe how the donation will be used:

7. Has your organization received a donation in the past from any Whole Foods Market? **Y** **N**

If yes, what was the date you received your donation? \_\_\_/\_\_\_/\_\_\_

Complete and fax to: Bridget Isaia, Whole Foods Market Evanston South P: 847.475.9492 F: 847.475.9497



## Midwest Region Donation Guidelines

At Whole Foods Market we strive to support local nonprofit organizations and causes. The most common way is by donating gift cards or food for special events. Additionally, we offer a Scrip Gift Card Program where participating organizations purchase gift cards from Whole Foods Market for face value minus 5%. Then the organization sells them at face value and keeps the profit.

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 in order for your request to be considered.** This letter comes from the Treasury Dept. and is different from a state tax-exempt form.
2. The application must be received at least six weeks before 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 and Wellness
  - Hunger Relief
  - Organic Farming/Sustainable Food Resources
  - Arts and Education
4. We do not donate to individuals, individuals seeking pledges, multiple requests from the same organization or organizations and/or causes outside of the (store) area. Past support of an organization or an event is not a guarantee of future support.

**Please attach any relevant literature. Requests by phone are not accepted. Submit this form to the *one* store location closest to the community that your organization serves. Please do NOT turn in a donation request to multiple stores for consideration.**

**Each approved organization is restricted to one donation per year.**

**Please note:** All donees must provide a written acknowledgement/receipt to Whole Foods Market within 30 days of receiving a donation, to include the following:

- The amount of cash and/or a description of any product Whole Foods Market contributed.
- Whether the donee organization provided any goods or services in consideration, in whole or in part, for any cash or other product contributed.