



## **Donation Request – Frequently Asked Questions**

**Thank you for your patronage of Whole Foods Market! There are many worthwhile organizations supporting the Cleveland community and Whole Foods wishes to assist you in your fundraising efforts.**

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.

### **Which organizations are eligible to receive donations?**

Whole Foods Markets accepts donation request applications from local nonprofit 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. 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.

### **What is the deadline for request applications?**

Donation request applications are reviewed on a rolling basis and in the order received. To ensure your request will receive prompt consideration, please submit your application a minimum of 6-8 weeks prior to your event date. Questions should be answered on your organization's letterhead. Last-minute and/or incomplete applications will not be reviewed.

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

Correctly completed donation request applications are reviewed in a timely manner. If your donation request application is approved, you will generally receive notice via mail, e-mail, or phone, at least 2-3 weeks prior to your event, fundraiser or program date. Due to the vast number of applications received, phone calls in reference to donations under review will not be returned.

**– SEE REVERSE FOR DONATION REQUEST APPLICATION –**



## Donation Request Application

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

**Specific Requests** (please answer the following questions on your organization's letterhead):

- *What is your specific donation request (In-kind/Food/Service/Product/Gift Card/Quantity)?*
- *Who will benefit from the donation?*
- *What community and/or group(s) is/are served by your organization?*
- *How will the donation be used?*
- *How are donation items advertised or acknowledged?*
- *When does your event/fundraiser occur? Is it an annual/recurring/one-time-only event?*
- *What is the expected attendance? (For events only)*

For consideration, you must be a 501(c)(3) tax-exempt nonprofit organization, and you must include a copy of your IRS ruling with your donation request letter. You may also attach any supporting materials (catalogs, brochures, etc.) which describe your organization and its mission however such materials are not required for consideration of your request.

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**Requests may be dropped off at the store or mailed to:**

Jared Earley, Marketing Specialist /Community Liaison

Whole Foods Market – Cedar Center

13998 Cedar Rd. University Heights, OH 44118

**Or via fax: 216-371-5402**

– SEE REVERSE SIDE FOR FREQUENTLY ASKED QUESTIONS –