



## Donation Application

Your complete application must be dropped off at the Customer Service Counter 45 - 60 days in advance of your pick up date in order to be considered. All applications are reviewed on a first-come-first serve basis, so early submission of your application is recommended.

**Please read all guidelines on page 2 of this application before submission.**

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

Organization: \_\_\_\_\_ 501-C (3) Number: \_\_\_\_\_

Address (of event): \_\_\_\_\_

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

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

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

Location of Event: \_\_\_\_\_ How many people will attend? \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

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

Description of request as specifically as possible: \_\_\_\_\_

\_\_\_\_\_

How will Whole Foods Market be acknowledged for this donation?

\_\_\_\_\_

Please **personally deliver this completed application** along with the 501-C (3) letter, and any relevant information to the Customer Service Counter in order to ensure that it is received.

## Important Information for Donation Requests

1. Requests by phone are not accepted. Donation requests can be dropped off at the Customer Service Counter at the store. Unfortunately, we cannot meet with every organization that stops by to drop off an application. We will contact you directly if we have questions.

2. The recipient must be a 501-C (3) nonprofit organization. A copy of the 501-C (3) letter from the IRS must accompany the application. This letter comes from the Treasury Department and is different from the state tax-exempt form.

3. The application must be received 45 – 60 days before the “event date” or date of “pick up” date in order to be considered. All applications are reviewed on a first-come-first serve basis, so early submission of your application is recommended.

4. Whole Foods Market has guidelines for the organizations we are able to support with donations. In addition to being a non-profit, you must fall into one of these categories:

- 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, meets our core values, and funding is available.

5. We do not donate to individuals, individuals seeking pledges, or multiple requests from the same organization or organizations and / or causes. Each approved organization is restricted to one donation per year from any and all Whole Foods Market stores.

6. Past support of an organization or event is not a guarantee of future support. *An organization may only receive one donation per year.* Please do not apply for additional Donations.

7. 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. We will make an attempt to respond by email or postcard to all of those who have not been granted their requests.

**Requests may also be mailed or emailed to**

**Whole Foods Market Colfax**

**Attn: Kristen Weiss**

**14357 West Colfax Ave.**

**Golden, CO 80401**

[Kristen.weiss@wholefoods.com](mailto:Kristen.weiss@wholefoods.com)

