

# DONATION APPLICATION CHECKLIST

Please utilize the following checklist to ensure your application is properly and fully completed. Incomplete applications may not be accepted.

- ✓ Read the entire application packet before completing the application form.
- ✓ Fill out Application in full.
- ✓ Attach your 501c3 letter to the application.
- ✓ Attach any additional information you may have to the application. (Informational packets are not a substitute for a completed application form)
- ✓ Keep instructions, guidelines, and checklist for your records.
- ✓ Refer to the donation guidelines and choose the store that best fits your location.
- ✓ Return only the completed application and your attachments to the store specified by the guidelines. Please email, mail, or drop off your completed application at customer service.

Thank you for considering a partnership with Whole Foods Market! **Please keep in mind we will contact you only if we are interested and able to donate to your cause.** We wish you great success with your event/organization.



# WHOLE FOODS MARKET DONATION APPLICATION

Thank you for your interest in a donation from Whole Foods Market. Your complete application must be received at least 8 weeks prior to your event of 'pick up' date in order to be considered.

<u>TODAY'S DATE</u>	<u>EVENT DATE</u>	<u>PICK UP DATE</u>
<u>ORGANIZATION</u>		<u>501c3#</u>
<u>ADDRESS</u>		
<u>CONTACT</u>		<u>TITLE</u>
<u>PHONE</u>	<u>ALTERNATE PHONE</u>	
<u>EMAIL</u>		
<u>DESCRIPTION OF EVENT (PLEASE ATTACH PROPOSAL IN ADDITION TO 501c3 LETTER)</u>		
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<hr/>		
<hr/>		
<u>HOW MANY PEOPLE WILL BE ATTENDING THIS EVENT?</u>		
<hr/>		
<u>HOW WILL WHOLE FOODS MARKET BE ACKNOWLEDGED FOR THIS EVENT?</u>		
<hr/>		
<hr/>		
<u>REQUESTING</u>		
<hr/>		
<u>OTHER (PLEASE BE AS SPECIFIC AS POSSIBLE)</u>		
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<hr/>		
<hr/>		

**Send completed application to:**

Jim Hallock / Marketing Team Leader / Whole Foods Market, Franklin / 1765 California St. / San Francisco, CA 94109 / 415-674-0500 / fax: 415-674-0505/ jim.hallock@wholefoods.com



# DONATION GUIDELINES

## INSTRUCTIONS & APPLICATION

Dear Donation Seekers:

*Thank you for your interest in a community donation from Whole Foods Market! We ask that you look over the following criteria before submitting your request.*

- Whole Foods Market has specific guidelines for organizations we are able to support through donations. In addition to being a 501c3, you must fall into one of following categories:
  - Environmental Preservation
  - Preventative Health Care through Nutrition
  - Hunger Relief
  - Organic Farming/Sustainable Food Resources
  - Education on any of the above
- Requests by phone will not be accepted.
- Please apply for a donation from the store located closest to your organization headquarters or event.
- Do not contact multiple stores for the same donation.
- We do not donate to individuals or individuals seeking pledges.
- The recipient must be a 501c3 nonprofit organization. A copy of the 501c3 letter from the IRS, along with state tax forms must accompany the application. The 501c3 letter comes from the treasury and is different from state forms.
- When applying for donations from Whole Foods Market in San Francisco, applications must be submitted at least **8 weeks** prior to the event or donation pick up date.
- Funds are limited. Early submissions are recommended.
- When funding is available, we will consider donating to organizations that fall outside these categories, but have strong neighborhood ties.
- Each organization is restricted to one donation per calendar year, past support of an organization or event is not a guarantee of future support.

**Although we would like to support every worthwhile cause, due to the volume of applications we receive it is not possible for Whole Foods Market to fulfill every request. We will contact you only if we are interested and able to donate.**



# LOCATIONS & CONTACT INFORMATION

In order to process your application, please make sure you are submitting your request to the proper store. The general rule of thumb is to apply to the store that is closest to where your organization is located or where the event is taking place.

If you are not sure which store to submit your application to, choose the one closest to the event location and *we will redirect you when necessary*. To follow is a general guideline of where you should submit your application to based on location, and is specific to San Francisco only.

Marina, Pacific Heights, Nob Hill, Russian Hill, along Fillmore Street, Inner and Outer Richmond, North Beach, Presidio, Chinatown, and Panhandle

Please apply at our Franklin Street location. Drop off the application at Customer Service, or send via email or mail directly to the Marketing Team Leader.

**SoMa, Tenderloin, Cole Valley, Financial District/Downtown, Hayes Valley, Japantown**

Please apply at our SoMa location. Drop off the application at Customer Service, or send via email or mail directly to the Marketing Team Leader.

**Protrero Hill, \*Noe Valley, Castro, Inner Mission, \*Outer Mission, \*Bernal Heights, Inner & Outer Sunset**

Please apply at our Protrero Hill location. Drop off the application at Customer Service, or send via email or mail directly to the Marketing Team Leader.

**Franklin**

Jim Hallock  
Marketing Team Leader  
Whole Foods Market  
1765 California Street  
San Francisco, CA 94109  
p. 415.674.0500 ext. 260  
Jim.Hallock@wholefoods.com

**SoMa**

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Marketing Team Leader  
Whole Foods Market  
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**Protrero Hill**

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Coming soon: Noe Valley. \*In the Fall of 2009, these stores should apply to our Noe Valley Location.

