

Harbor East **Community Support 5% Day Request Application** **Guidelines**

Giving back to our community comes naturally. We strive to support local organizations which focus on health and human services, environmental preservation, hunger relief, the arts and animal compassion. However, each Whole Foods Market location has budgetary constraints and can only approve four 5% Day applications each fiscal year to the many requests received. If an organization has been the recipient of a 5% day, they must wait three years to reapply at any and all locations. 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 5% Day Request Application.
2. Attach any additional information that will support your application.
3. Attach a copy of your organization's federally issued letter certifying non-profit 501 (c) 3 status.
4. Return only one copy of the application to the store.
5. Submit your application by mail, email or deliver to Harbor East's Customer Service Desk.

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

Frequently Asked Questions

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

The address of the non-profit generally determines the store reviewing the request.
Harbor East store supports: Baltimore City

Which organizations are eligible to receive 5% days?

Whole Foods Market Harbor East accepts donations request applications from local non-profit organizations with a 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. If your organization has been the recipient of a 5% Day at any location in the past three years, it is not eligible to apply.

How will I know if my application has been approved?

Each Whole Foods Market location schedules four local 5% Days each fiscal year. Due to the number of applications received, you will be notified 45 days in advance if your organization is the recipient of a 5% Day. All applications are kept on file for one calendar year.

Community Support 5% Day Request Application

Today's Date _____ Organization _____

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

Address _____

Contact _____ Title _____

Email _____

Phone (day) _____ Phone (evening) _____

Has your organization ever participated in a 5% Day event at this or another Whole Foods Market location? If you, when and which Whole Foods Market location?

Please briefly outline the history and mission of your organizations.

Is there a specific project for which the 5% Day contribution will be used?

How many members/ subscribers/ constituents does your organization have?

How would you publicize the event to members and the public?

Tell us about other fundraising events your organization has held, especially the most effective. From what other sources/ foundations do you receive major funding?

We require the benefiting organization to be visible in the store prior to and the day of the event. How would you take advantage of this opportunity? How many members or staff will be available during business hours to participate?

In addition to providing information about your organization, what else would your group do to attract people to attend the 5% Day event (i.e. entertainment, celebrity baggers, education programs)

Is there a time of year when your organization would best support a 5% Day?

Is there a time of year when your organization would not be able to adequately support a 5% Day?

We require a brief evaluation of the program for which the funds are contributed. How long after the 5% Day could we expect your report?

Please attach names of your organization's key officers and board members:

Application prepared and submitted by:

Name (PRINT) _____ *Title* _____

Signature _____ *Date* _____

