



NOTE: Please read guidelines on page 2 of this application before submission.

DONATION REQUEST
Whole Foods Market on Metcalf

Thank you for your patronage and for thinking of us for help with your fundraising efforts. There are many worthwhile organizations supporting the community that Whole Foods Market would be proud to work with. Due to the volume of applicants we are not always able reply to each donation request.

In order to approve your requests, we need the following form and information 6 weeks prior to the date of the event and submitted in person at Customer Service. If you have missed the deadline, please consider us for your organizations future donations. Please attach any information and media releases related to the event or its affiliate agencies. Also attach copy of agency's 501(c)3 tax-exempt paperwork if applicable.

Name and Address of Applicant Organization
Street City ST
Zip Phone Fax
Contact Person Title
Email Address @

Name and Summary of Event

What would you like from Whole Foods (include quantities, number of people expected, etc.)?

Please list specifically how both the event and Whole Foods Market's donation will be promoted (media affiliates, number of fliers and posters to be distributed, direct mail, etc.):

Tax Status of Organization
Tax exempt under IRS Ruling 501(c)3.\*
Affiliated with a tax-exempt organization.\*
Other (Please specify, e.g., educational organization, one-time benefit, etc.)

\*Please attach copy of tax-exempt certificate.

Date donation is needed Date by which our commitment is needed
Date of Application RECEIVED BY Date

Dear Donation Seekers:

Thank you again for your patronage and thinking for thinking of us. We ask that you look over the following criteria before submitting your request:

1. Requests must be applied for in writing and in person. Donation requests are available at the Customer Service Desk.
2. Phone requests are not accepted.
3. 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.
4. The application must be received at least **30 days** before the event date and of the “pick up” date in order to be considered.
5. All applications are reviewed on a first-come-first serve basis. Because the donations budget is limited, early submission of your application is recommended. Due to the volume of requests we receive, we are not able to respond to all requests.
6. Whole Foods Market has specific 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**
  - **Children, or the very local community**
  - **Education on any of the above**
7. 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.
8. 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, it is not possible for Whole Foods Market to fulfill every request.

Thank you for your interest.

Best Regards,

Jennifer Matascik

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