

# 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 Middletown has specific guidelines for organizations we are able to support through donations. In addition to being a 501c3, you must fall into one of the 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.
- Currently, Whole Foods Market Middletown is unable to make donations to organizations outside of Monmouth and Ocean Counties.
- 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.
- Applications must be submitted **at least 6 weeks** prior to the event or donation pick-up date.
- Funds are limited; early submission is recommended.
- Event sponsorships must be submitted in writing **at least 3 months** prior to event.
- When funding is available, we will consider donating to organizations that fall outside of these categories but have strong neighborhood ties.

Each approved organization is restricted to one donation per calendar year, and past support of an organization or an 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. Please submit application to:

*Susan Henderson, Marketing Team Leader  
Whole Foods Market Middletown  
471 Route 35 North  
Red Bank, NJ 07701  
susan.henderson@wholefoods.com*



# WHOLE FOODS MARKET DONATION APPLICATION

Thank you for your interest in a donation from Whole Foods Market Middletown. Your complete application must be received at least 6 weeks prior to your event or 'pick up' date in order to be considered.

*Please note: due to the volume of requests we receive, receipt of applications will only be acknowledged via email.*

TODAY'S DATE	EVENT DATE	PICK UP DATE	
ORGANIZATION		*501c3#	
ADDRESS		*see donation guidelines	
CONTACT		TITLE	
PHONE	ALTERNATE PHONE		
EMAIL			
DESCRIPTION OF EVENT (OR ATTACH PROPOSAL)			
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HOW MANY PEOPLE WILL BE ATTENDING THIS EVENT?			
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HOW WILL WHOLE FOODS MARKET MIDDLETOWN BE ACKNOWLEDGED FOR THIS EVENT?			
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REQUESTING (CIRCLE ONE)	FOOD	GIFT CARD	GIFT BASKET
CATERING/OTHER (PLEASE DESCRIBE)			
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*\*Please check out our catering menu for descriptions of our sandwich platters, appetizers, side dishes, breakfast baskets, etc., either online at [www.wholefoods.com](http://www.wholefoods.com) or in the store.*

