



Donation Request Guidelines

GIVING BACK TO OUR COMMUNITY COMES NATURALLY

Whole Foods Market® P Street supports non-profit organizations in NE, SE, SW and the Logan Circle, Adams Morgan, Dupont Circle, Shaw and U Street neighborhoods of Northwest Washington, DC. We focus on health and human services, education, environmental preservation, hunger relief, the arts and animal compassion. However, each Whole Foods Market® location has budgetary constraints and can only approve a limited number of the many donation request applications received. Please help us serve you and our community better by submitting your applications according to the following required guidelines:

1. **Complete the accompanying Whole Foods Market® Donation Request.**
2. **Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.**
3. **Submit the application 6-8 weeks prior to the date the donation is needed.**
4. **Return only *one* copy of the application to the store serving your community.**

For P Street—Submit your application to Customer Service or by mail, fax or email to:

Daniel Thaeler, Marketing Specialist/Community Liaison

Whole Foods Market® P Street

1440 P St NW, Washington, DC 20005

(p) 202.332.4300 (f) 202.265.0061 (email) daniel.thaeler@wholefoods.com

Applications which do not meet all requirements will be automatically declined.

FREQUENTLY ASKED QUESTIONS

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

The address of the non-profit generally determines the store reviewing the request. Organizations which are regional should address their donation request application to the store nearest to the location of the event, fundraiser or program.

Which organizations are eligible to receive donations?

Whole Foods Market® P Street accepts donation request applications from local non-profit organizations with 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, secular, community service-related event or program. Whole Foods Market® P Street does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside our local community. Past support does not guarantee future support.

What is acceptable documentation of my organization's non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c)3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from a tax-exempt form. For accounting purposes, documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

How will I know if my donation request application has been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice at least 2-3 weeks prior to your event, fundraiser or program date. Due to the number of requests each store receives, we request you correspond with us about your application status via email whenever possible.

Whole Foods Market® P Street Donation Request Form

Complete this application *after* carefully reading the guidelines on reverse. **Please print.**

What type of donation are you requesting? (choose *ONE* from the two categories below)

IN-KIND DONATION for **EVENT/FUNDRAISER**

- Food/Beverage Raffle item Gift Card
 Other _____

Event Name _____

Day & Time _____

Location _____

Further description of request (please be as specific as possible)

PROCEEDS of **SPECIAL WFM® EVENT/PROGRAM**

- 5% Day Nickels for Nonprofits Giving Grill

APPLICANTS FOR PROCEEDS OF SPECIAL EVENTS—
Please attach a separate page answering the following questions: How many members/constituents does your organization have/service? What are the primary funding sources for your organization & your most successful fundraising initiatives? What specific project(s) will the proceeds support? How will you represent yourself in our store during the event (*i.e.* number of people appearing, types of activities planned or materials available, etc)?

Organization Name _____ **Today's Date** _____

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

Address _____

Contact Name _____ Title _____

Email _____ Website _____

Phone (*day*) _____ (*eve*) _____ Fax _____

History & Mission of Organization _____

Planned Publicity (What exposure will Whole Foods Market® receive for this donation? How will our contribution be recognized?)

Have you applied for a donation at any other Whole Foods Market®? Yes No

(If YES, indicate WHICH STORE(S) & WHEN) _____

Application prepared and submitted by:

Name (PLEASE PRINT) _____ Title _____

Signature _____ Date _____