

# **Donation Guidelines**

## **Whole Foods Market Ridgewood**

At Whole Foods Market we strive to support local nonprofit organizations and causes. The most common way is by donating gift cards or food to special events.

Each store keeps a monthly Donations Budget. Due to the volume of applications we receive, we regret we cannot grant every request.

### **We evaluate applications based on the following guidelines:**

1. The recipient must be a **501c3 nonprofit organization**. A copy of the 501c3 letter from the IRS must accompany the application. This letter comes from the Treasury Dept. & ***is different from a state tax-exempt form.***
2. The application must be received at least 30 days before the event date & the “pick-up” date in order to be considered. Applications are reviewed on a first come-first serve basis. Because the Donations Budget is limited, early submission of your application is recommended.
3. The organization must fall into one of the categories Whole Foods Market supports:
  - Environmental preservation
  - Preventative health care
  - Hunger relief
  - Organic farming/Sustainable food resources
  - Education on any of the above.

Because Whole Foods Market believes in being an active community member, requests from other civic & charitable groups will be considered if the organization is in the immediate vicinity of a store & funding is available.

4. We do **not** donate food to **individuals, individuals seeking pledges, religious organizations, or multiple requests from the same organization or organizations &/or causes outside of the Ridgewood area.** Past support of an organization or an event is not a guarantee of future support.

Requests by phone are not accepted. If an application is not available, a formal letter describing the request on the organization’s letterhead is acceptable. Please attach any relevant literature.

On a limited basis, Whole Foods Market will also support local organizations by purchasing advertising space in event program books. Please fill out this application & attach any relevant literature about your organization.

**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. Each approved organization is restricted to one donation per year.**

# Whole Foods Market Ridgewood Donation Application

Your complete application must be received at least 30 days in advance of your event date to be considered.

*Please read all guidelines on the reverse side of this application before submission.*

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Pick up Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Is your organization designated a 501c3 non-profit? YES or NO

Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Event:

How many people will attend this event? \_\_\_\_\_

How will Whole Foods Market be acknowledged for this event?

Requesting (check one) \_\_\_\_\_ Food\* \_\_\_\_\_ Gift Card \_\_\_\_\_ Gift Basket

Describe your request:

*\*A catering menu is available from our Catering Dept. which describes our platters.*

You may mail or drop off your request, 501c3 letter & relevant paperwork to our Marketing Team at Whole Foods Market, 44 Godwin Ave., Ridgewood, NJ 07450.

*If you have any questions, please contact Ellie Spray at [Ellie.Spray@wholefoods.com](mailto:Ellie.Spray@wholefoods.com) or call 201.670.0383*