

# Donation Guidelines

## Whole Foods Market Swampscott

At Whole Foods Market we strive to support local nonprofit organizations and causes. The most common way is by donating gift baskets 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. REQUESTS BY PHONE ARE NOT ACCEPTED.

**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 (not the Massachusetts Tax exemption office.) must accompany the application. This letter comes from the Internal Revenue Service and is different from a state tax-exempt form.
2. The application must be received at least 45 days before the event date and 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.
4. We do not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or organizations and/or causes outside of the Swampscott area. Past support of an organization or an event is not a guarantee of future support.

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 and attached 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 Donation Application

Your complete application must be received at least 6 weeks  
in advance of your event date and 'pick up' date in order 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: \_\_\_\_\_ \*501C3 # \_\_\_\_\_

See donation guidelines.

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 Prepared Foods Department which describes our sandwich platters, side dishes, breakfast baskets, etc.

You may mail or drop off your request, 501c3 letter and relevant paperwork to our store in Swampscott.

If you have any questions, please contact Heidi Briggs, Marketing Team Leader at:

[heidi.briggs@wholefoods.com](mailto:heidi.briggs@wholefoods.com) Please, no phone calls or faxes.