



Metro Columbus

5% Community Giving Day Application Guidelines

Giving back to our community comes naturally. We strive to support local organizations which 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 attached Whole Foods Market® Donation Request Application.
2. Attach a copy of your organization's federally issued letter certifying non-profit 501(c)3 status.
3. Return only one copy of the application to the store serving your community.
4. Submit your application by mail, fax, email or deliver to your nearest store's Customer Service Desk.

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

Frequently Asked Questions

Which Whole Foods Market location should receive my completed 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 Markets of Metro Columbus 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, non-secular, community service-related event or program. Whole Foods Markets of Metro Columbus does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside the Metro Columbus region. 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 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.

You will be notified if your organization has been chosen; please do not call the store to inquire about your donation until you have been contacted by the store's Community Liaison.



Metro Columbus

5% Community Giving Day Application

Please apply only to the Whole Foods Market nearest your organization's address.

Ohio State University
1555 West Lane Avenue
Columbus, OH 43221
No Faxes Please.

Dublin
3670 W. Dublin Granville Road
Columbus, OH 43235
Fax 614-760-5558

Important – please carefully read guidelines before completing application.

Please Clearly PRINT All Information

Name of Organization:

Address:

City, State and Zip Code:

Contact:

Title:

Phone:

Fax:

Email:

Please briefly outline the history and mission of your organization:

Is there a specific project for which the 5% Day contribution will be used?

How many members does your organization support?

How would you publicize the event to your members and to the public?

Tell us about other fundraising events your organization has held. Which were the most successful?

From what other sources do you receive major funding?

We encourage the benefiting organization to be visible in the store prior to and on the day of the event. How would you take advantage of this opportunity? How many member or staff will be available during business hours to participate?

Is there a time of year when your organization would best support a 5% Day?

Is there a time of year when your organization would not be able to adequately support a 5% Day?

We require a brief evaluation of the program for which the funds are contributed. How long after the 5% Day could we expect your report?

Please attach a list of your staff and board.

Application prepared/submitted by: _____

Date: _____

Additional brochures or information may be attached to this application.

Applications with no tax ID number or IRS ruling will be reviewed.