



# Metro Columbus

## Donation Request 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. Submit the application at least 6 weeks prior to the date the donation is needed.
4. Return only one copy of the application to the store serving your community.
5. Submit your application by mail, fax, email or deliver to your nearest store's Customer Service Desk.

**Applications which do not meet all five above requirements will automatically be 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 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 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.

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



# Metro Columbus

## Donation Request 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 –carefully read guidelines on other side before completing application.  
Please Clearly PRINT All Information.**

Today's Date \_\_\_\_\_ Organization \_\_\_\_\_

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

Address \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ Fax \_\_\_\_\_

Please check one:  **Special Event**                       **Fundraiser**                       **Community Service Program**

Name of Event or Fundraiser \_\_\_\_\_

Day and Date: \_\_\_\_\_ Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Location: \_\_\_\_\_

Mission or Purpose: \_\_\_\_\_

\_\_\_\_\_

If this is a fundraiser, how/where will funds be used? \_\_\_\_\_

\_\_\_\_\_

Item(s) requested from Whole Foods Market® (please be as specific as possible) \_\_\_\_\_

\_\_\_\_\_

How will the contribution of Whole Foods Market® be recognized? \_\_\_\_\_

\_\_\_\_\_

When did you last receive a donation from any Whole Foods Market®? \_\_\_\_\_

**Incomplete applications will not be considered.**