



Foggy Bottom

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 6-8 weeks prior* to the date the donation is needed.**
- 4. Return only one copy of the application to the one store serving your community.**
- 5. For Foggy Bottom-Submit your application to Customer Service or by mail, fax, or email to:**

Jessica Carlin, Marketing and Community Relations Team Leader

Whole Foods Market Foggy Bottom

2201 I Street NW, Washington, DC 20037

(p)202.296.1660 (f)202.296.1558 (email) Jessica.carlin@wholefoods.com

Please remember, applications which do not meet all five above requirements will automatically be declined. Due to the enormous response to Donations and %5 Days, we cannot respond to phone calls or emails regarding the status of your application. If we can help, we will reach out to your organization up to three weeks prior to your event.

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® of Foggy Bottom 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 Market® of Foggy Bottom does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or causes outside the Foggy Bottom 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.

Whole Foods Market Foggy Bottom® Donation Request Form

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

Incomplete applications will not be processed.

Name of Organization _____

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

Address _____

Contact Name _____ Title _____

Email _____

Phone (day) _____ (Cell) _____ Fax _____

History & Mission of Organization _____

Type of Donation Being Requested:

Food/Beverage Raffle Item Gift Card Nickels for Nonprofits Other

Further description of request (Specific products/items you are requesting) _____

Day & Time of event: _____ Expected Attendance: _____

Location: _____

Please use the space provided below (or attach a short letter) **describing how the donation will be used.**

How are you publicizing your event? What exposure will Whole Foods Market® receive? How will the contribution of

Whole Foods Market® 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 _____