



**East Aurora
Co-op Market**
locally grown, community owned

Donation Request Form

591 Main Street, East Aurora, NY 14052
716-655-2667 eastaurora.coop

How to request a donation

1. Read the EACM Donation Guidelines below.
2. Fill out this form, submit to the co-op **30 days before your event** or deadline.
Requests are reviewed on the 15th of each month.
3. EACM will contact you if your request is approved.
Questions, email donations@eastaurora.coop.

Thank you for thinking of EACM for your event!

Requesting Organization _____ **Date** _____

Type of organization/event (e.g. Health/Nutrition/Education/Environmental/Other, please specify) _____

Address _____

Contact name: _____ **Title/affiliation:** _____

Phone: _____ **Alt. Phone:** _____

Fax: _____ **E-mail:** _____

Event name _____ **Event date** _____

Event/program description _____

Please attach any relevant advertising or promotional materials to your application.

No. of expected attendees _____ **Will donation directly benefit the organization above?** Yes / No

How will EACM be acknowledged for a donation? _____

Request: We typically offer a selection of products. Please specify if you require another type of donation. Other: _____

Donation Guidelines

- One donation per year will be made to any given organization. Please plan appropriately.
- Your organization or event must be located within 25 miles of our store.
- Donation applications must be received at least 30 days before the event date to be considered on a first-come, first-serve basis. Early submission is recommended.
- All applicants must fill out a donation request form. Phone calls or drop-in visits regarding the request will not be accepted.

Requests from the following organizations **will** be considered:

- 501(c)(3) organizations
- Public agencies
- Private/public schools and PTAs
- Cooperatives
- Events, programs and projects focused on community improvement, particularly relating to health, nutrition education and environmental preservation.

Requests from the following organizations **will not** be considered:

- Political candidates
- Third-party fundraisers
- Private clubs funded through membership fees
- Individuals or sponsorship of individuals

Some exceptions may apply. Please note, past support of an organization or event is not a guarantee of future support.

Thank you for the opportunity to be a part of what you do!