



## General Policy:

At Bread Garden Market, we believe in supporting the surrounding community and giving generously. We welcome the opportunity to support your cause, event, or organization and take pride in serving our community. We would appreciate if you filled out this donation request.

- Due to the high volume of requests received, we review submitted requests once per month at the beginning of the month.
- Request forms must be submitted at least 2 weeks prior to the event; however due to our review schedule, we strongly advise submitting the request form as soon as possible.
- We can only consider donation requests that are submitted on this form. We cannot handle requests over the counter, by phone, or by email.
- Incomplete applications will not be reviewed, so please be sure to fill out all the information.

Name of organization: \_\_\_\_\_

Name of event: \_\_\_\_\_

Are you a non-profit: Y / N What is your 501c3 number: \_\_\_\_\_

Summarize the focus of your organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Date of the Event? \_\_\_\_\_

Where will the event be held? \_\_\_\_\_

What is the purpose of the event? \_\_\_\_\_

Who will benefit (please list all)? \_\_\_\_\_

What portion of funds raised will go to the beneficiary? \_\_\_\_\_

What would you like donated? \_\_\_\_\_

How will the Bread Garden Market be publicly recognized? We kindly request public recognition for all donations. (We will happily supply our logo electronically) \_\_\_\_\_

**submit completed donation requests to:**

Bread Garden Market  
225 S. Linn Street  
Iowa City, IA 52240  
319.354.4246  
breadgardenmarket@gmail.com