

## Donation Request Information

Grant's Bakery is committed to being an active member in our community; supporting local non-profits and charitable causes. We recognize there are many causes worthy of our support, but as a small business, our annual contributions are limited.

When we receive a request for a donation, the below criteria is looked at:

- Is the requesting organization a non-profit/charitable cause in the communities we serve?
- Is it at least two weeks prior to the date needed?
- Has the requestor received a donation from Grant's Bakery in the last two years?
- What is this donation for? (*We do not donate to non-profit organizations for routine or ongoing meetings.*)

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### Donation Request Form

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Non-Profit/Charitable Cause Name: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requesting:  Bread donation    Auction item    Raffle item

Event Name & Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_ Event Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Do you need Grant's Bakery's logo or additional information for any advertising/publicity, as a result of a donation?  Yes    No