

CITY FEED and SUPPLY

DONATION REQUEST FORM

In order for a donation request to be considered, this form must be submitted in person to a manager at City Feed and Supply at 672 Centre Street, Jamaica Plain, MA. Please make your request at least thirty days in advance of when you need the donation.

If you haven't heard from us within two weeks after submitting this form, please contact community@cityfeedandsupply.com.

ORGANIZATION INFORMATION

Organization Name: _____ Today's Date: _____

Organization/Event Website: _____ Donation/Event Date: _____

Phone Number: _____ Federal Tax ID #: _____

Mailing Address: _____

Mission Statement: _____

CONTACT INFORMATION

Contact Name: _____ Phone Number: _____

Email Address: _____

DONATION/SPONSORSHIP REQUEST

Please describe your request: _____

Please describe any donation/sponsorship benefits: _____

Other committed sponsors/donors: _____

Number of people attending event: _____ Time frame for your event (e.g. 6-8 pm): _____

Additional Comments: _____

Thank you!

Dear valued community member,

CITY FEED and **SUPPLY** is proud to support local groups and non-profit organizations with in-kind product donations and other means of promotional support. If your group is interested in having City Feed as a donation partner, we ask that you review the information on this webpage before submitting a request.

WHO WE DONATE TO

In order to best serve our community, we partner only with local groups and non-profit organizations based in Jamaica Plain and surrounding neighborhoods. We believe that our resources will make a larger impact on a smaller, local scale.

We prioritize requests from organizations that fall into these categories of service:

- health through nutrition
- hunger relief
- organic farming/sustainable food
- environmental preservation and protection
- community arts and culture
- education and programs for school-age children
- organizations to which we have strong community ties

We do not donate to individuals seeking pledges, from large national non-profits or political parties.

HOW TO SUBMIT A REQUEST

- 1) Complete the request form.
- 2) At least 30 days prior to your scheduled event, deliver the completed application in-person to a store manager at our Centre Street location.
- 3) Your request will be reviewed by our Community Manager and you will receive a response within two weeks.

Note: All donation requests must be received at least 30 days from your scheduled event. Requests made by phone, email, mail or through web or social media outlets will not be accepted.

Questions? Contact our Donations Coordinator at 617-524-5539.

Thank you for thinking of us at City Feed!