



## Donation Guidelines

Please review the following information before completing your Lexington Cooperative Market donation application.

1. All requests must be faxed or mailed directly to Lexington Cooperative Market, Attn: Donations, 807 Elmwood Ave, Buffalo, NY 14222, 716 886-1036 /ph 716 3320693/ fax
2. Requests must be made formally using the donations application
3. Only one donation per year will be made to any given organization. Please plan appropriately and decide when it is best to request a donation from Lexington Cooperative Market
4. Your organization or event must be located within seven miles of our store. Some exceptions may apply.
5. The recipient must be a 501(c)(3) nonprofit organization. Proof of your status, such as tax ID number would be ideal.
6. The application must be received at least 60 days before the event date in order to be considered. All applications are reviewed on a first come basis, first served basis. Due to the limited donation budgets, early submissions of your application is recommended.
7. Requests from the following organizations will be considered by Lexington Cooperative Market.
  - a. Organizations defined as nonprofit under 501(c)(3) of the Internal Revenue Code.
  - b. Public agencies
  - c. Private and public schools and PTA'S
  - d. Events programs and projects that focus on improving the quality of life of a community, particularly as it relates to health, nutrition, education and environmental preservation
8. Requests from the following organizations will not be considered by Lexington Cooperative Market
  - a. Political candidates
  - b. Service clubs or fraternal organizations
  - c. Third party fundraisers
  - d. Private clubs funded through membership fees
  - e. Sporting events or sports teams
  - f. Individuals / sponsorship of individuals
9. Past support of an organization or event is not a guarantee of future support.

To be considered for a donation, please return your completed application to Lexington Cooperative Market along with any background information on your event and your organization, including a website URL if you have one, preferably on organization letterhead. If your organization has a procurement form, please complete and send that as well.

Although we would like to support every worthwhile cause, due to the volume of applications and limited budgets, it is not possible to fulfill every request.

Thank you for your interest.

8/28/2013