



CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for us to consider your request

Organization: _____ Date of event: _____

Contact Person: _____ Title: _____

Mailing Address of organization: _____

Phone number: _____ Email Address: _____

Organization's mission and services provided: _____

What kind of donation are you requesting? Monetary Donation of Food Volunteer time Giveaway Item (EG Gift Certificate and/or EG Logo Item) Other (please explain on separate sheet)

Description of Event (if applicable): _____

What kind of advertising/signage/recognition will Eat Greekish receive, if any? _____

All checks will be made to the organization listed on this form, unless explained here: _____

Please note, filling out this form is not a guarantee of contribution by Eat Greekish

Signature of Organization's Officer: _____



CHARITABLE DONATIONS POLICY

Eat Greekish is committed to supporting causes that improve the quality of life for the residents of the Helena area. We frequently make donations of monetary value, free or discounted food, and time to local schools, civic groups, and church groups in the Helena area.

All parties requesting support from Eat Greekish must complete a Charitable Donation Request Form. This form should fully explain the nature or the contribution being sought and include all requested documentation. Completed forms should be emailed to carrie@eatgreekish.com

Contributions Policy:

- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request
- 501 c3 organizations should submit their tax-exempt letters from the IRS
- Incomplete Proposals or those with deadlines of less than 30 days may not be considered
- Eat Greekish does not make charitable donations to for-profit organizations.

Preferential Consideration is given to requests where the following apply:

- Donated Funds will be spent in the Helena area
- Donation will directly benefit low or moderate income families in the Helena area
- Donated Service will benefit a significant group of people, as opposed to a singular individual
- Clear and concise plans for advertising/signage/recognition of Eat Greekish

Internal Use Only:

Date Reviewed: _____ Approved Y/N: _____

Conditions: _____