



BELFAST COMMUNITY CO-OP

Donation Guidelines

The Belfast Community Co-op is committed to promoting education, health, and sustainability in our community. We are glad to donate whenever possible to local organizations that align with us and are working toward increasing the health and vitality of our local and regional communities. Priority is given to neighborhood organizations and events focusing on food and nutrition issues, community building, sustainability, environmental preservation, cooperative values, or addressing social concerns.

Guidelines:

- Belfast Co-op's donations are intended for organizations, not individuals.
- The organization's mission must be in line with the Co-op's work and mission.
- Donation request must be made 30 days before donation is needed.
- Priority is given to organizations that are local.
- Priority is given to organizations that support the Belfast Community Co-op.
- Recipient organizations may receive one donation per year. Exceptions may be made depending on budget.

Response:

Your request will be reviewed within 7 – 10 days and you will be notified by our marketing department whether your request is approved or declined. Our decisions are based on the recipient's alignment with the Co-op, the number of people who will benefit, and the funds available in our donations budget when a request is received.

In Exchange:

We request that you promote our Co-op in your publicity for the event whenever possible and identify the Belfast Community Co-op as the source of the donation at your event as well as providing us with a copy of your publicity materials for our records (photos of events and donations are always appreciated!). We will also provide you with a logo for display with our donation. For Social media, please tag us on Facebook and Instagram, as well.

If you have questions about your donation, please contact our Marketing Dept

By phone @ 207.218.1099 or by email marketing@belfast.coop

Belfast Community Co-op Donation Request Form

The Belfast Community Co-op is pleased to be able to support the valuable work you do for our community. Please keep in mind our donations budget is limited; unfortunately not all requests can be honored. All requests must be made 30 days before the donation is needed. Paperwork MUST be completed in full.

Please review our Donation Guidelines before submitting your request.

Please submit a flyer/ poster/ social media or web links with details of the event.

Contact: Marketing Dept • marketing@belfast.coop • 207.218.1099

Today's Date _____ Date of Event _____

Organization _____ Tax ID# _____

Contact Person _____

Phone # _____ Email _____

Event Name/Date _____ Event Location _____

Type of donation requested _____

Do you serve the Waldo County area? YES or NO

Please provide a brief description of the event or program.

How many people will be participating?

How will the Co-op's support be recognized?

I HAVE REVIEWED THE DONATION GUIDELINES. Signature _____ Date _____

Office Use: Application Reviewed (Staff/Date): _____ Approve Decline
Applicant Notified: _____ Donation Total \$ _____