



## Contribution & Sponsorship Application

### OUR GOAL

Three Rivers Market is committed to creating and nourishing a healthier environment, healthier people, and a healthier community. To us this means our community has access to healthy food, our local economy is humane and strong, and our people are happy!

### GUIDELINES

- We will support other small, local, and/or cooperative organizations that are committed to creating and nourishing a healthier environment, healthier people, and a healthier community.
- We will contribute to and/or sponsor events with other small, local, and/or cooperative businesses and organizations only.
- Our preferences are for non-profit organizations located in the communities served by Three Rivers Market in Knox, Blount, Anderson, and Sevier counties. Our donation program does not subsidize partisan organizations or programs that advance a particular religious belief.
- Priority is given to organizations that support and/or have a relationship with Three Rivers Market.
- Applications must be delivered no later than 14 days before the contribution is needed.

Please submit your Application by filling out the following form in its entirety and return it to our Member and Customer Services desk during store hours, or mail or email it to us at our address found at the end of this form. Please also attach any flyers, brochures, or promotional information pertaining to your event and/or organization. **If your organization receives a contribution from Three Rivers Market, please furnish us with a receipt within 7 days of the contribution.**

Please note that we cannot review your request until all information has been submitted to Three Rivers Market.

You may keep this page for your records.

## ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization's Mission / Focus: \_\_\_\_\_

Is your organization a non-profit organization?  YES  NO

If your organization is a non-profit, you must include a copy of your Tennessee Sales and Use Tax Exemption Certificate with your application.

Is this Organization a Member of Three Rivers Market?  YES  NO

## CONTACT INFORMATION

Contact name: \_\_\_\_\_

Contact position: \_\_\_\_\_

Are you an  EMPLOYEE or  VOLUNTEER (including VISTA and AmeriCorps)?

Contact phone: \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Are you a Member of Three Rivers Market?  YES  NO

## EVENT INFORMATION

Name of event: \_\_\_\_\_

Date and location of event: \_\_\_\_\_

Contribution and/or sponsorship deadline: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

How will your event impact our community?

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*What other businesses and organizations are you asking to support this event?*

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**Please note:** *Three Rivers Market contributes to and/or sponsors events with other small, local, and/or cooperative businesses and organizations only. If you will be receiving donations from large, non-local businesses, we will not be able to contribute to or sponsor your event.*

*What are you requesting from Three Rivers Market?*

Gift Card – Value \$ \_\_\_\_\_

Other (please be specific) \_\_\_\_\_

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*How will the contribution or donation be used?* \_\_\_\_\_

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*How will Three Rivers Market's participation be publicized at your event?* \_\_\_\_\_

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Please mail, email, or drop-off this completed form to:

Three Rivers Market  
Attention: Loralyn Milcarek  
1100 N Central Street  
Knoxville, TN 37917  
Email contact: [L.Milcarek@threeriversmarket.coop](mailto:L.Milcarek@threeriversmarket.coop)

**THREE RIVERS MARKET STAFF**

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

**COMMUNICATIONS AND OUTREACH DEPARTMENT**

Is this form complete?  YES  NO

Does the request meet the current Contribution Guidelines?  YES  NO

Recommendation:

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Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: