



CONTRIBUTION 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 ethical, sustainable, and strong, our natural world is respected, protected, and restored, and our people are happy!

We will support other small, local, and/or cooperative organizations that are working towards the same goal.

GUIDELINES

- 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.
- Non-profit organizations must make it easy to find critical information about the organization. A listing of the current members of the Board of Directors and the most recent Form 990 should be accessible on the organization's website.
- Priority is given to organizations that support and/or have a relationship with Three Rivers Market.

DEADLINES

- For requests of \$100 or less, applications must be received no later than two (2) weeks in advance of the event.
- For requests of \$101-\$500, applications must be received no later than eight (8) weeks in advance of the event.
- For contribution and sponsorship requests greater than \$500, applications must be received no later than twelve (12) weeks in advance of the event.

Submit your Application by filling out the following form in its entirety and returning it to our Customer Service Desk during store hours, or mail or email it to us at our address found at the end of this form. Please also attach an Annual Report, brochures, or promotional information pertaining to your event and/or organization.

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

Your organization is required to furnish us with a receipt upon receiving any contributions.

Remove and keep this page for your records.



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ORGANIZATION INFORMATION

Organization Name: _____

Organization Address: _____

Organization's Mission / Focus: _____

Is your organization a non-profit organization? YES NO

PLEASE NOTE: If your organization is a Tennessee non-profit, you must include a copy of your Tennessee Sales and Use Tax Exemption Certificate with your application. Out-of-state 501(c)(3) organizations must include its federal authorization.

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 of event: _____

Location of event: _____

Estimated number of attendees: _____

How will your event impact our community?

What other businesses and organizations are supporting this event?

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 \$_____. Use this option if requesting a donation of food or other goods.

Other - Use this option if requesting anything other than food or other goods. _____

When do you need it by? _____

How and when will the contribution be used? _____

How will Three Rivers Market's participation be publicized at your event? _____

Please mail or drop-off this completed form to:

Three Rivers Market
Member & Customer Services Department
1100 N Central Street
Knoxville, TN 37917

Or email to communications@threeriversmarket.coop
Subject Line: Contribution Application – YOUR EVENT NAME

Received by: _____ Date received: _____