



## 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

- 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 your Board of Directors and the most recent Form 990 should be accessible on the organization's website or Tennessee Secretary of State's listing of Charitable Organizations registered in Tennessee.
- We make cash and in-kind contributions greater than \$100 to events with other small, local, and/or cooperative businesses and organizations only. If you are receiving support for your event from large, non-local corporations or organizations, we will not be able to contribute.
- Priority is given to organizations that support us too, showing a commitment to small local businesses and the local economy.

### 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. Thank you!*

***Remove and keep this page for your records.***





## CONTRIBUTION APPLICATION

### 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. Charitable organizations soliciting donations must be registered with the State of Tennessee. Organizations that do not raise and do not intend to solicit \$30,000 or more in contributions must have received an exemption. **Please confirm that your organization is in compliance before submitting your application:** <https://sos.tn.gov/charitable>

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)? If your organization has employees, an employee must be the contact person, not a volunteer.

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: \_\_\_\_\_

What measurable impact will your event have our community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other businesses and organizations are supporting 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 are receiving support for your event from large, non-local corporations and organizations we will not be able to contribute.

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. \_\_\_\_\_

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When do need an answer, and when do you need to pick up the contribution?

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How and when will the contribution be used? \_\_\_\_\_

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

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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 **info@threeriversmarket.coop**  
Subject Line: Contribution Application – YOUR EVENT NAME

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