



SWANSONS NURSERY GIVING GUIDELINES

Cultivating Our Community

Swansons Nursery prides itself on supporting our local community by aiding local, public non-profit organizations through donations whenever possible. Due to the volume of requests received, Swansons has established guidelines to focus our efforts and ensure fairness to all organizations requesting funds.

Our donations specifically support programs focusing on child well-being and education, and horticultural efforts promoting gardening in our community. While we would like to respond favorably to all requests, the needs are far greater than our resources, and it is not possible to accommodate all requests.

Organizations requesting a charitable donation must be tax exempt under section 501(c)(3) of the Internal Revenue Code. Requests should be received 60 days in advance of the date of the event or project in order to give us time to consider your request. Limit one request per organization, per year, please.

Procedures

If your organization meets the funding priorities and criteria listed above, please submit a formal letter of request on organization letterhead which includes:

1. Organization's name, mailing address, telephone and fax numbers, e-mail address and website
2. Contact name and title within the organization
3. Federal Tax ID# and whether organization is tax-exempt
4. Brief statement of the organization's mission
5. Description of the program or project to be funded (include program milestones, expected outcomes, and how the program supports Swansons Nursery's funding priorities)
6. Event date, deadlines for submission and procurement form

If any of the above information is not available, please complete our Charitable Contributions Application.

Submission and Fulfillment

Submissions may be e-mailed to donations@swansonsnursery.com, mailed to us Attn: Donations, or dropped off in person. Submissions are evaluated on a first-come, first-serve basis according to the funding that is available for that time period. Donations will be given in the form of a Swansons Nursery gift certificate. No cash donations will be made.

If funding is available and your request is selected, we will mail your gift certificate approximately 2 weeks prior to the procurement deadline. Due to the volume of requests, we cannot respond personally to every request, but you are welcome to call or e-mail to check and see whether your request was approved.

Thank you for the charitable work you are doing in our community. We look forward to working with you!



CHARITABLE CONTRIBUTIONS APPLICATION

ORGANIZATION: _____ TODAY'S DATE: _____

DATE OF EVENT: _____ SUBMISSION DEADLINE: _____

DONATION REQUESTED: _____

CONTACT: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____ WEBSITE: _____

TAX ID NUMBER: _____ TAX EXEMPT? YES _____ NO _____

FUNDING CATEGORY:

CHILD WELL-BEING & EDUCATION _____ HORTICULTURAL PROGRAM _____

PURPOSE OF DONATION (Briefly describe event or program, who it will benefit, and how donation will be used.)

Will Swansons Nursery be promoted as a sponsor of this project/program? YES _____ NO _____

If yes, How? _____

Please check all that apply:

Newspaper Ads _____ Signs _____ Flyers _____ Clothing/Logo _____ Other _____

Do you require our logo or other promotional materials for the above? If so, please specify _____

Has Swansons participated in your fund raising activities in the past? YES _____ NO _____

If yes, How? _____
