

## **The Cove Coffeeshop & Beverage Company Donation Request Form**

Thank you for considering The Cove for your donation request. We are proud to support our local community and look forward to reviewing your application. Please complete the form below with as much detail as possible.

### **Section 1: Contact Information**

- 1. Name of Organization/Group:**
- 2. Contact Person:**
  - Full Name:
  - Title/Position:
  - Phone Number:
  - Email Address:
- 3. Address of Organization/Group:**
  - Street Address:
  - City:
  - State:
  - ZIP Code:

### **Section 2: Organization Details**

- 4. Type of Organization:**
  - Non-profit
  - School
  - Community Group
  - Other (please specify):
- 5. Mission of Your Organization:**  
(Please provide a brief description of your organization's mission and goals.)

**6. Tax Exempt Status:**

(If applicable, please attach a copy of your organization's IRS 501(c)(3) determination letter.)

**Section 3: Donation Request Details**

**7. Purpose of the Donation Request:**

- (Please describe the specific event, project, or cause for which the donation is being requested.)

**8. Type of Donation Requested:**

- Monetary Donation
- Products
- Gift Certificates
- Other (please specify):

**9. Date Donation is Needed By:**

**10. How Will the Donation Be Used?**

(Provide details on how the donation will be utilized, including any relevant timelines.)

**11. Who Will Benefit from the Donation?**

(Describe the individuals or groups that will benefit from this donation.)

**12. Is The Cove the only donor being approached?**

- Yes
- No (If no, please list other donors being approached.)

**Section 4: Recognition and Follow-Up**

**14. How Will The Cove Be Recognized?**

(Explain how our business will be acknowledged for this donation.)

**15. Would You Be Willing to Provide Photos or Testimonials Post-Event/Project?**

- Yes
- No

**Section 5: Additional Information**

**16. Is There Any Other Information You Would Like Us to Know?**

(Include any additional details that may help us in making our decision.)

**Section 6: Agreement**

By submitting this application, you acknowledge that **this is a request and not a guarantee** of a donation. The Cove reserves the right to approve or deny any request. Due to the large number of weekly requests, we receive we cannot choose everyone and are unable to respond to all requests.

- **Signature:**
- **Date:**

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Please submit this request to [comments@thecovecoffeeshop.com](mailto:comments@thecovecoffeeshop.com)

Please note that submissions are reviewed on a quarterly basis and applications should be applied for as early as possible.