

European Bakery Donation Request Form

Date of Application: _____

Organization Information

Name of Organization: _____

Organization Address: _____

Telephone: _____ Email: _____

Name of Contact: _____ Website: _____

Tax Exempt Number: _____

Donation Request Information

What is the mission/goals of the organization? _____

What is being requested? (gift card, product, etc. Please be specific as to amounts). ____

Is the request for a discount or a donation? _____

How will the donation be used? _____

Date that the donation will be needed: _____

Please submit documentation at least 30 days prior to the donation being needed.

Please feel free to include other relevant information on the back of this sheet.

Documentation Checklist

Please submit the following:

- This completed Donation Request Form
- Copy of a flyer/brochure/paperwork outlining the event, date, purpose, etc.
- Tax exempt documentation if applicable.

Submit information in person or via mail at:

European Bakery
395 U.S. Route 1
Falmouth, Maine 04105

European Bakery Charitable Donations Policy

The European Bakery believes that it is our responsibility as a member of the community to help others when we can. We have continued to donate our products and gift cards over the years. With the increase in requests for donations, we have decided to better streamline the process in order to help as many need-based organizations that we can with our “donation budget” each month.

CONTRIBUTIONS POLICY

- The organization must be a 501 (c)(3), nonprofit organization, and local schools. The bakery does not make charitable contributions to for-profit organizations.
- Requests must be submitted at least 30 days prior to the event
- Complete the Donation Request Form
- Submit other required forms outlined on the Donation Request Form

Completed request forms can be dropped off at:

**European Bakery
395 U.S. Route 1
Falmouth, Maine 04105**

or emailed to: europaebakerymaine@gmail.com

Please direct any questions to the above email.