



# DONATION REQUEST FORM

Murray's Cheese takes pride in the communities that we serve, and we welcome the opportunity to support local initiatives. We support organizations with a direct community impact.

Each donation is determined on a case by case basis. Organizations who meet our giving guidelines are eligible to apply and receive one donation each year. Please note that a previous donation to your organization does not ensure continued support. We base decisions on how our company identifies with your cause and if your organization contributes to the health, educational or cultural vitality of the community. Our decisions are also based on timeline of application, partnership commitment, and what our donation capacity is at the given time.

To be considered, please submit completed form and supporting documents at least **45 DAYS** in advance. If you are requesting a staffed cheese table at your community event, please allow for at least **90 DAYS** in advance. We review requests on a **monthly basis** and prefer to receive applications electronically.

Individuals or for profit organizations will not be considered. Businesses requesting a community partnership are considered on a case by case basis and must entail a mutually beneficial commitment.

**TODAY'S DATE:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ORGANIZATION 501(C)3 # (EIN):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**WEB ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PLEASE CHECK THE TYPE OF DONATION YOU ARE SEEKING:**

- CHEESE PLATTER(S)
- CHEESE EDUCATION CLASS
- CHEESE TABLE & STAFF AT AN EVENT
- OTHER: \_\_\_\_\_

**PLEASE CHECK THE CATEGORY THAT BEST DESCRIBES THE PRIMARY SERVICE YOUR ORGANIZATION PROVIDES:**

- HEALTH & WELLNESS (FOOD & NUTRITION)
- YOUTH & EDUCATION
- CULTURE & ARTS
- OTHER: \_\_\_\_\_

## ABOUT YOUR ORGANIZATION

1. What is your organization's mission? Please submit your mission statement.

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2. Why do you think Murray's Cheese and your organization are a good fit?

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## ABOUT THE DONATION

1. Has your group ever received a donation from Murray's Cheese in the past year?

YES \_\_\_ NO \_\_\_\_

2. How will this donation be used to support your organization's cause?

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3. Please describe the event that this donation will be used for, including location, date, approximate attendance, reach and methods of promotion:

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4. Has your group ever received a donation from Murray's Cheese in the past year?

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5. What type of donation are you seeking from us?

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6. If requesting a staff table, please provide additional information on the event and explain how Murray's presence will contribute to the success of the event.

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7. How will Murray's contribution be recognized? (Before/at/after the event – Print, online, etc.)

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8. In what ways at or after the event can Murray's connect to your audience, such as, ability to send a dedicated email to your audience, collateral materials in gift bag, signage at event, etc.?

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## HOW TO SUBMIT YOUR REQUEST

Our preferred method of receiving this form and any attachments is email. **Make sure to include a copy of the tax-exempt certificate, your organization's mission, and anything else about your organization or event that will aid us in our decision.** Forms must be received at least 45 days in advance of your event to be considered. We will confirm receipt within one week.

**Submit to: Attention Murray's Cheese Donations**

**EMAIL:** [donations@murrayscheese.com](mailto:donations@murrayscheese.com) (preferred)

**FAX:** 212-243-5001 or **MAIL:** 25-19 Borden Ave, Long Island City, NY 11101

### FOR MURRAY'S USE ONLY

Date received	Approved or Declined?	Date of Reply	Decision Made By	TOTAL COGS
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