



# 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 **6 WEEKS** in advance. If you are requesting a staffed cheese table at your community event, please allow for at least **12 WEEKS** in advance. We review requests on a **monthly basis** and prefer to receive applications electronically.

**Please note:** 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 display & Sampling
  - Auction item (please choose one item from below)
    - 2 seats in Cheese 101
    - 1 Greatest Hits Collection

### ABOUT YOUR ORGANIZATION

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

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## ABOUT THE EVENT

Has your group ever received a donation from Murray's Cheese in the past year?  Yes  No

How many attendees are expected at your event? \_\_\_\_\_

Where is your event located?  
\_\_\_\_\_

How is the event being promoted? (social media, advertising, word of mouth, etc.)  
\_\_\_\_\_

How will a donation from Murray's Cheese contribute to the success of the event?  
\_\_\_\_\_  
\_\_\_\_\_

How will Murray's contribution be recognized? (before/at/after the event- print, online, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Are there any additional opportunities for Murray's Cheese to connect to your audience?  
(Dedicated email to your subscribers, collateral materials or items in gift bags, signage at event, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

## HOW TO SUBMIT YOUR REQUEST

Donation requests will only be considered with completion of the questions above. **You must also include:**

- Copy of the tax-exempt certificate
- Your organization's mission
- Information about your organization or event that will aid us in our decision

**SUBMIT TO:** Attention Murray's Cheese Donations

**EMAIL:** [donations@murrayscheese.com](mailto:donations@murrayscheese.com) (preferred) | **FAX:** 212-243-5001 | **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 |
|---------------|----------------------|---------------|------------------|------------|