



**Donation Request Form**

Today's Date: \_\_\_\_\_ Date of Event (*if applicable*): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Social Media Accounts (*if applicable*): \_\_\_\_\_

Donation Request:

Are you a volunteer group?

Who benefits from the proceeds?

How will our donation be advertised?

Signature of Applicant: \_\_\_\_\_

**(Nursery Use)**

Donation Offered:

Approved By: \_\_\_\_\_



### **Auction Donation Requests**

Please review if you are requesting something for an auction.

Horsford Gardens and Nursery only makes donations to non-profit organizations.

Non-profit organizations must have the following:

- Proof of non-profit status
- Clear statement of mission
- Volunteer group managing the event

The organization should benefit:

- People with hardships
- Children's programs
- Land Trusts
- Historic preservation
- Environmental causes

Our donation priorities are:

- Charlotte and vicinity
- Gardening event

Along with the Donation Request Form above, please submit tax information for your organization for our records.

The minimum bid must be half of the retail value of what is donated. Items not bid on will be returned to Horsford's.

No phone or email solicitations will be considered. All donations must be approved by an owner. We request that you please send us a notice of the amount our item raised for your event.