



CHARITABLE CONTRIBUTIONS OVERVIEW

Michelle takes great pride in our charitable contributions program and emphasizes the following funding priorities:

- Viticulture and Enological Education
- Culinary and Visual Arts
- Community Service
- Environment/Sustainability
- Diversity

Before submitting a charitable contributions request, please note the following:

- Organizations requesting a contribution need to be classified by the Internal Revenue Service as eligible to receive a tax-deductible contribution and include their 501 (c) (3) tax id number.
- Requests must be made via email to: charitable.contributions@smwe.com 8 weeks before the event date. Requests submitted with less notice may be denied without review.
- If approved by our Contributions Committee, you will be notified via email.

The following must be included with this request:

- Copy of 501 (c) (3) status letter
- Donation request letter on organization letterhead
- Procurement form if available
- List of Officers/Board of Directors of the organization

CHARITABLE CONTRIBUTIONS REQUEST

Organization Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Organization Federal Tax ID#: _____ 501 (c) (3) Tax Exempt Form Attached

Event Name/Location: _____

Description of Event: _____

Beneficiary/Purpose: _____

Event Date: _____ **# of Attendees:** _____ **Amount Raised Prior Year:** _____

Donation Deadline: _____ **Print Deadline:** _____ **Event Website:** _____

Auction Donation Request: (if you are interested in wine to serve at your event – see next page)

Describe Donor Recognition: _____

Event Contact: _____

Contact Email: _____ Phone: _____



WE ARE INTERESTED IN PURCHASING WINE FOR OUR EVENT AT A REDUCED PRICE

Michelle sparkling wine is available at **\$8/bottle**. Columbia Valley White Wines are **\$6/bottle**, which may include Chardonnay, Riesling, Gewürztraminer, Sauvignon Blanc and Pinot Gris. Columbia Valley Red Wine prices are **\$8/bottle** for Merlot or Cabernet Sauvignon. A limited quantity and varietal of Indian Wells, Eroica, Cold Creek, Horse Heaven Hills and Canoe Ridge Estate wines may be available at a higher cost.

The following rules apply:

- **If approved**, we will contact you with instructions on completing this order.
- Wine must be picked up at our Shipping Facility in Woodinville and paid for prior to pick up.
- Wine may be purchased by credit card in full case* quantities only

WA State Reseller/Tax Exempt #: _____ **Reseller Permit Attached**
WASHINGTON STATE SALES TAX WILL BE CHARGED IF WA STATE RESELLER PERMIT # IS NOT INCLUDED.

Varietals requested at reduced price:

Quantity request (# of cases*)

1. _____
2. _____
3. _____
4. _____

No changes to quantity or varietal may be made after email notification has been sent.

*one case equals 12/750ml bottles

Donor Acknowledgement – We request event acknowledgement with signs where our wine is served (i.e. the Bar, each Table, etc.). Please include ‘*WINE GENEROUSLY UNDERWRITTEN BY MICHELLE*’ in any printed materials for the event (i.e. Menu, Catalog or Visual Presentations).



CHARITABLE CONTRIBUTIONS REQUEST AND CERTIFICATION REQUIREMENTS FORM

On behalf of the organization requesting funding, I hereby certify that:

The information provided in our contribution request form is true to best of my knowledge. The organization requesting funding is a non-profit 501 (c) (3) tax-exempt charitable organization and does not advocate or support policies or practice activities that discriminate on the basis of an individual's race, religion, color, age, sex, disability, national origin, sexual orientation, marital status, citizenship status, protected veteran status or status in any group protected by state or local law.

This organization does not employ or deal with any entities or individuals known to support terrorism or to appear on any terrorist watch lists.

Signed by Authorized Representative, Executive Director, Board Chair or other officer:

Name	Title	Date
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Print Name

GRANT ATTRIBUTION FORM

Organizations receiving grants ("Grantees") must acknowledge such support from Michelle in communications that typically recognize donors (e.g. annual reports, event programs, catalogs, newsletters and websites). We ask Grantees to contact Michelle prior to utilizing Michelle's logo or name on any materials to be placed at events.

Michelle or its affiliated companies may acknowledge their support of Grantee in reports, website or similar materials. Such acknowledgement may include mentioning the Grantees in the aforementioned materials, and such website attribution may include displaying links to Grantees' websites, if applicable. Michelle support of Grantees will not be mentioned in other company communications, such as television commercials or print advertising, without such Grantees' prior written consent.

Signed by Authorized Representative, Executive Director, Board Chair or other officer:

Name	Title	Date
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Print Name