



CHARITABLE CONTRIBUTIONS OVERVIEW

Spring Valley Vineyard is proud to support charitable organizations, especially in the Walla Walla community. Our small size and limited inventories do not make it possible for us to support every request. As such, we focus our charitable giving, through in-kind wine donations, in the following areas:

- Walla Walla Community
- Arts & Culture
- Viticulture & Enological Education
- Environment/Sustainability

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: _____

Describe Donor Recognition: _____

Event Contact: _____

Contact Email: _____ Phone: _____



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:

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Name

Title

Date

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Print Name

GRANT ATTRIBUTION FORM

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

Spring Valley Vineyard 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. Spring Valley Vineyard 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:

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Name

Title

Date

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Print Name