



Orchid & Garden

Atlantic Avenue Orchid and Garden Center Corporate Giving Guidelines Rev. 07/10

Purpose

The purpose of Atlantic Avenue Orchid and Garden's (AAOG) Corporate Giving Guidelines is to outline the areas of focus for donations made to non-profit, charitable organizations and to provide potential recipients with application guidelines and procedures.

Where We Fund

AAOG makes charitable contributions to organizations focused on improving the Raleigh, NC community.

What We Fund

To maximize the impact of our charitable contributions, AAOG gives priority to organizations and that:

1. Provide families with needed support during times of crisis including life threatening illnesses and hospice care.
2. Support animal welfare efforts within the community.

Criteria

- Organizations requesting a charitable donation/contribution **MUST** be tax exempt under section 501(c)(3) of the Internal Revenue Code.
- Organizations must meet one of the funding priorities and criteria listed above.
- Organizations **MUST** submit a formal request and meet contribution request deadlines as set forth below.

Procedures

If your organization meets the funding priorities and criteria listed above, please submit a formal letter of request on organization letterhead and include:

1. Organization's name, street address, city, state, and zip code
2. Contact name and title within the organization
3. Telephone number with area code, fax number, e-mail address, and Web site address
4. IRS tax determination letter with employer identification number (EIN)
5. Brief statement of the organization's mission
6. Description of the donation requested (Gift Certificate, plants, etc.)
7. Description of program or project to be funded (include program milestones, expected outcomes, and how the program supports AAOG's funding priorities).

Requests are reviewed quarterly. Submissions must be received by the following dates to be considered.

January – March Submit Requests by **Dec. 15.**

April –June Submit Requests by **March 15.**

July –Sept. Submit Requests by **June 15.**

Oct – Dec. Submit Requests by **Sept. 15.**

Example: Your organization's fundraiser is on May 15th. You must submit your request letter by March 15 to be considered.

Please email your proposal to:
info@atlanticavenuegarden.com

Or mail your proposal to:
Atlantic Avenue Orchid and Garden
Attn: Donation Request
5217 Atlantic Avenue
Raleigh, NC 27616

Requests must be received via US mail or email to be considered.

If funding is available and your request is selected for further consideration, you will be contacted by an Atlantic Avenue Orchid and Garden representative.

Due to the volume of requests for donations and sponsorships received, we are unable to respond personally to inquiries regarding the status of requests.