



Donation Request Application Guidelines

Giving back to our community is something we take great pride in. Putters Sports Grill supports non-profit organizations in many parts of greater Cincinnati. We focus our contributions on local & community: education, youth athletics & extracurricular programs, hunger relief and the arts. However, each Putters Sports Grill location has budgetary constraints and can only approve a limited number of many donation request applications received. Please help us serve you and your community better by submitting your applications according to the following required guidelines.

1. Complete Putters Sports Grill Donation Request Form (Reverse Side)
2. Attach a copy of your organizations federally issued letter certifying non-profit 501(c) 3 status
3. Submit application at least **8 weeks** prior to the date the donation is needed
4. Return only one copy of the application to the store serving your community
5. Submit application by mail, fax, email or deliver directly to location

Please understand, applications which do not meet all five above requirements will automatically be declined

Frequently Asked Questions

Which Putters Sports Grill location should receive my completed donation request application?

The Address of the non-profit generally determines the location reviewing the request. Organizations which are regional should address their donation request application to the store nearest to the location of the event, fundraiser or program.

Which Organizations are eligible to receive donations?

Putters Sports Grill accepts donation request applications from local non-profit organizations with 501 (c) 3 status. The event, fundraiser or program must serve the local community. Putters Sports Grill cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service-related event or program. Putters Sports Grill does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization or cause outside our local community. Past support does not guarantee future support.

What is acceptable documentation of my organizations non-profit status and why is this necessary?

In order to accept and review your donation request application, it must be accompanied by a copy of the federal issued statement of your organization's 501 (c) 3 status and your 9 digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from tax-exempt form. For accounting purposes, documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

How will I know if my donation request application has been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice at least 2-3 weeks prior to your event, fundraiser or program date. Due to the number of requests each store receives, we request you correspond with us about your application status via email whenever possible.



Donation Request Application

Important – carefully read guidelines on the other side before completing application

Please Print All Information

Today's Date _____ Organization _____

Non-Profit Federal Identification Number __ - _____ (Copy of 501 (c) 3 letter must be attached)

Address _____

Contact _____ Title _____

Email _____

Phone (Day) _____ (Evening) _____ Fax _____

Please Circle One: **Special Event** **Fundraiser** **Community Service Program**

Name of Event, Fundraiser or Community Service Program _____

Day & Date _____ Time _____ Expected Attendance _____

Location _____

Mission or Purpose _____

If this is a fundraiser, how/where will the funds be used? _____

Item(s) requested from Putters Sports Grill _____

How will the contribution of *Putters Sports Grill* be recognized? _____

Copies of publication or press materials which recognize Putters Sports Grill contributions are requested with your post-event "Thank You" letter

Please Return Form To:
Travis Breese
Putters Sports Grill Corporate Office
6559 Cincinnati-Dayton Road
Liberty Township OH 45044
Fax: 513 759-5424
TravisBreese@PuttersSportsGrill.com