



## Criteria for Solicitation of Donations, Contributions, and Sponsorships

Due to an increase in requests for donations from The Whip Tavern, we have chosen to implement guidelines for organizations seeking contributions from us. Please take a moment to read this section to be sure your organization qualifies.

Donation requests should meet the following criteria:

- The event/organization must have 501(c)(3) tax-exempt status.
- While not guaranteeing our support, events/organizations closest to The Whip Tavern will be given extra consideration.
- We will not support events/organizations outside of a twenty (20) mile radius of The Whip Tavern.
- The event/organization must not have received a donation from The Whip Tavern within the last twelve (12) months.

Due to increased requests, The Whip Tavern cannot support the following:

- Events/Organizations that are not registered charities with 501(c)(3) tax-exempt status
- Labor organizations
- Third Party fund-raising organizations
- Fraternal organizations

To be considered, events/organizations seeking donations must complete The Whip Tavern's [Donation/Sponsorship Request Form](#). Incomplete forms will be rejected. The Request Form must be submitted along with a cover letter on your organization's letterhead. The cover letter must include:

- Your organization's name
- Your organization's non-profit tax ID number
- The nature or purpose of the organization
- Your contact information
- The name, date and location of your event
- The nature or purpose of your event and its primary beneficiaries
- How the event will be promoted
- Projected attendance
- What you are seeking from The Whip Tavern (please be specific)
- How our donation/sponsorship will be promoted and used at the event or by the organization
- Intentions for proceeds of the event/organization

The cover letter and Donation/Sponsorship Request Form must be received in writing (letter or email) at least sixty (60) days before the date of the event or the date the donation is required. If there is a publication deadline, requests must be submitted at least sixty (60) days before that deadline.

This process will be as objective as possible, and based on the above criteria, not the frequency of your patronage. We truly appreciate your business. Please understand our position as a community partner. By choice, we seek and support several causes in our surrounding area, even beyond the requests we receive.

We will review all requests and determine those events we will support at our discretion. Consideration will be given based on our monthly philanthropic budget, the event's proximity to our community, the reputation and performance of the organization, and how well the organization has represented our brand in the past.

A representative from The Whip Tavern will contact you at least 15 business days prior to the date that the donation is required to notify you if your request is accepted or declined. If chosen, we ask that your organization please provide a volunteer to pick up any donations at The Whip Tavern. Please note that arrangements to pick up donations should be made in advance.

### **Please direct all requests for donations to:**

The Whip Tavern  
Attn: Jessica Dolan  
1383 N. Chatham Rd.  
Coatesville, PA 19320  
[jessica.dolan@thewhiptavern.com](mailto:jessica.dolan@thewhiptavern.com)

### **Please direct all solicitations to advertise to:**

Smithworks Designs  
Attn: Susan Baronowski Smith  
511 Mechanics Alley  
West Chester, PA 19382  
[sbs@smithworksdesign.com](mailto:sbs@smithworksdesign.com)



### Donation/Sponsorship Request Form

Thank you for your interest in The Whip Tavern!

We believe in supporting local community organizations and events, and will consider your application based on how it conforms to our Criteria for Solicitation of Donations, Contributions, and Sponsorships.

To request a donation for your non-profit organization, please complete the following form and return it and your cover letter to us by email, post, or fax. Upon receipt of this form, your request will be evaluated and a representative from The Whip will contact you. Please note that submission or presentation of this information to The Whip Tavern is in no way a guarantee of a donation, contribution or sponsorship.

Please allow at least two weeks for processing. You will receive a confirmation regarding our decision on your request.

#### Contact Information:

Contact Name: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 501(c)(3) Tax ID Number: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Event Information:

Title of Event: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Projected Attendance \_\_\_\_\_  
 What is your request: \_\_\_\_\_  
 \_\_\_\_\_

If requesting a donation of alcohol...

Does the event location permit alcohol? \_\_\_\_\_  
 Does the event have a liquor license? \_\_\_\_\_  
 Does the event have liquor insurance? \_\_\_\_\_

How will the organizers ensure no minors will be served and attendees will not be over-served?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Received by: \_\_\_\_\_ Notification Date: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Pick Up Date: \_\_\_\_\_