

# CHARLES SMITH WINES

Giving back is a cornerstone of our philosophy at Charles Smith Wines and K Vintners. We understand that family and community go hand-in-hand, which is why we are committed to making a difference in the areas where we live, work and play. Both locally and nationally, we proudly support a variety of nonprofits, charitable foundations, community events, mentoring and scholarship programs, and the arts. Thank you in advance for taking the time to fill out the form on the next page. This process helps us help you! If you have any questions, please call our office at 509-526-5230.

## **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: [giving@charlessmithwines.com](mailto:giving@charlessmithwines.com)
- Requests must be made 8 weeks before the event date.
- If approved, you will be notified via phone or 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

## **Additional information:**

- One case equals 12/750ml bottles. No changes to quantity or varietal may be made after email notification has been sent.
- If approved, we will contact you with instructions on completing this donation and pick up logistics.
- We request event acknowledgement with signs where our wine is being served (at the bar or at event tables), for example, "Wine Provided by Charles Smith Wines" (or whichever brand is being poured). Please incorporate this acknowledgement in any printed materials for the event as well.
- Permission is required for use of any logo, image or brand asset in conjunction with event acknowledgment.

## CHARITABLE CONTRIBUTIONS REQUEST

Event Name / Location: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Beneficiary / Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_ Donation Deadline: \_\_\_\_\_

Describe Donor Recognition:

Event Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Event Website: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Organization Federal Tax ID#: \_\_\_\_\_

501 (c) (3) Tax Exempt Form Attached:

### **Auction Donation Request:**

*Describe request here (i.e. wines / qty, complimentary tasting / visits, etc)*

**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.

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

Name, Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_