



### Donation Request Application Guidelines

Thank you for your donation request. Giving back to our community is something we take great pride in. The Mojo Grill & Catering Co. is dedicated to giving back to our communities we serve, and we welcome the opportunity to support community events, fundraisers and charitable efforts. We focus our contributions on local and community education, first responders, youth athletics and extracurricular programs, hunger relief and much more.

Please help us serve you and our community better by submitting your applications per the following guidelines:

1. Complete a donation request form and e-mail the request to [MojosCares@mojogrillandcatering.com](mailto:MojosCares@mojogrillandcatering.com). Donations cannot be considered without a donation request form.
2. Include a copy of your organizations federally issued letter certifying non-profit 501©3 status and the 9-digit Federal Identification Number. (This is different than a tax exemption status form).
3. Due to the volume of donation requests we receive, product donations, food donations, gift certificate donations, event sponsorship and monetary donation must be made 6 weeks in advance from the event date. Donation requests will be reviewed within 2 weeks. The organization requesting the donation will be contacted by e-mail, regardless of whether or not the request is approved. **(If your organization has an emergent need that is less than 6 weeks away, please note on the application for immediate consideration).**
4. The beneficiary of your event or donation recipient must be in the Central Florida area and must serve the local community.





Donation Request Application <i>*Please carefully read guidelines before completing application</i>		
Today's Date:		Non-Profit Tax ID Number:
Name of Organization:		
Address:		
City:	State:	ZIP:
Contact Name:		
E-mail:		Phone:
Event Information		
Have we donated to your organization before?		If so, when?
Event Name:		
Date of Event:		Time of Event/Set Up Time:
Expected Attendance:		Will you need a copy of the logo?
Location of Event:		
City:	State:	ZIP:
Event Proceeds Benefit:		
List other Participating Restaurants:		
Donation/Items Requested:		
How will you acknowledge this donation at your event?		
Detailed Event Description:		
How will this event benefit our community?		

I understand I must also attach a copy of my federally issued letter certifying non-profit 501(c)(3) status.

Be sure to save form with a unique name.

My event is less than 6 weeks from the submission date and I am requesting immediate consideration.