

Donation Policy for 21 Acres Center for Local Food and Sustainable Living

21 Acres' Mission: *Mission: We inspire action to solve climate challenges by learning as a community to grow, eat and live sustainably.*

Founded in 2006, 21 Acres is a center for sustainable agriculture and collective action. We promote the benefits of local food systems within the context of climate challenges. We explore the relationship between our natural and built environments, and the transition from an unsustainable, fossil-based lifestyle to sustainable and regenerative ways of living. We are a living laboratory for people to learn and offer a range of food and farm-based programs, workshops, events and tours in our LEED certified building and campus. We value our neighbors and partners and the primary focus of 21 Acres' philanthropic efforts is to build long-term, mutually beneficial partnerships with local non-profit, community-focused organizations whose vision is consistent with our mission.

Due to the large number of donation requests we receive, we have established the following guidelines to help facilitate our donation process. Thank you for your help in reading carefully. Although most requests for support are very worthy, 21 Acres can support only a small portion of them due to the volume of applications and limited budgets

Our standard donation is aimed towards an auction-type fundraiser. We can donate items such as a gift certificate, memberships, class enrollment, produce, or discounted room rental to qualified organizations.

Before making a request, we ask that you please review our guidelines to see if your organization might qualify for a donation.

Donation Guidelines

1. We are unable to accept emailed donation requests. All requests should be mailed directly to 21 Acres, 13701 NE 171st Street, Woodinville, WA 98072 Attn: Donation Request Administrator
2. Only one donation per year will be made to any given organization. Please plan appropriately and decide when it is best to request a donation from 21 Acres.
3. Your organization or event must positively benefit and serve the community located within the near radius of the 21 Acres Center.
4. The requesting organization should be a 501(c)(3) nonprofit and we must include proof of your status via your tax ID number before confirmation of the donation.
5. The donation request must be received at least six weeks before the event date in order to be considered. All requests are reviewed on a first-come, first-serve basis. Due to limited donation budgets, early submission of your request is recommended.
6. Requests from the following organizations will be considered by 21 Acres:
 - o Organizations defined as nonprofit under 501(c)(3) of the Internal Revenue Code, including:
 - o Public agencies
 - o Private and public schools and PTAs

- Events, programs and projects that focus on improving the quality of life of the local community, particularly as it relates to small business, sustainable farming, health, nutrition, education and environmental preservation.
7. Requests of the following type organizations will not be considered by 21 Acres:
 - Political groups
 - Third-party fundraisers
 - Private clubs funded through membership fees
 - Sporting events or sports teams
 - Scholarships
 - Individuals/sponsorship of individuals
 8. Past support of an organization or event is not a guarantee of future support.
 9. Our donation capability is limited so no further dispersals will be made when the yearly budget is exhausted.

To be considered for a donation, send the information requested below to 21 Acres along with any background information on your event and your organization, including a Web site URL if you have one.

To request a donation, please follow these simple steps: (Incomplete requests will not be considered)

- Donation requests must be submitted on organizational letterhead and **postmarked** 6 weeks prior to the event. Letters must include the following information:
 - Date of your event.
 - The nature of your requested donation.
 - Federal Tax I.D. Number if applicable.
 - How your organization is funded.
 - A brief explanation of the event and how proceeds, if any, will be used to enhance education, the local economy, health or the agricultural heritage of the region.
 - Contact name, phone number, complete mailing address and valid email address (Incomplete requests will not be considered).
 - Date by which donation must be received.
- Please limit donation requests to **one** per calendar year.
- All donations will be picked up at the 21 Acres Center during business hours.

Mail your request to: 21 Acres Center, 13701 NE 171st Street, Woodinville, WA 98072
Attn: Donation Request Administrator

The Fine Print: We are honored to be a part of local events and actions and it is very important to us to support charitable organizations in the Woodinville area that promote sustainable, environmental, and humanitarian causes. Our donation abilities will come to a close when our budget for the year has been exhausted. If you are requesting after the end of our budgeted abilities, please keep us in mind for your events for the following year! Our next donation season will begin January 1st, please consider a request at that time.