



food  innovation  people  celebration

DONATION REQUEST FORM

Cork Catering is committed to being a responsible member of the community. We believe we have a responsibility to do what is right, not only for our business but also for the community in which we serve. Our actions demonstrate our values. If your organization is interested in receiving support from Cork Catering, please read the criteria and instructions below.

CRITERIA FOR RECEIVING SUPPORT

1. Organization must be a 501c3 public charity.
 2. Organization must serve our community of Chicago, Illinois. Organization should serve the areas where our employees reside, where our venues are located, and where our catering services are offered.
 3. Must fit within the philanthropic focus (see below) and mission of Cork Catering, which is to deliver the highest quality products and services for our catering clients.
 4. Priority is given to organizations in which Cork Catering employees are involved as a volunteer, board member, committee member or active partner.
 5. Priority is given to customers, partners and suppliers of Cork Catering.
 6. Organization to provide opportunity for involvement by Cork Catering employees.
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OUR PHILANTHROPIC FOCUS

At Cork Catering, we support organizations that serve the following causes:

- Hunger / Food: We support organizations that work toward ending hunger in Chicago.
 - Children's Issues: We support local opportunities that improve and promote quality of life for disadvantaged children. In addition, we support opportunities to build self-esteem and life skills.
 - Environment: We support local opportunities working toward the preservation and protection of the environment.
 - The Arts: We support organizations that promote music, theatre, visual, performing and culinary art in Chicago.
 - Health issues: We support organizations that address health issues affecting our employees and community at large.
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TYPES OF SUPPORT

- Project/Event Support: Cork Catering provides support for projects, fundraisers and charitable events through in-kind donations, table sponsorship and silent/live auction donations.
- Product Donations: Cork Catering provides in-kind donation of food, beverages, service and equipment.

LEVELS OF SUPPORT

- Community Partner: We will select up to 5 organizations annually to be a Cork Catering community partner. These organizations will receive Cork Catering ongoing support throughout the year, and must meet all criteria and fit within our philanthropic focus.
- One-Time Support: We will consider project/event, or product support on a one-time basis for organizations that meet all criteria and fit within our philanthropic focus. Organizations that receive one-time support will not be eligible for additional support during the calendar year.

HOW TO APPLY

Send letter of request, outlining specifically what type of support you are seeking from Cork Catering, to mgreen@corkcatering.com or

Matthew Green

Cork Catering Donation Request

1421 W. Fullerton Ave

Addison, IL 60101

No phone calls please.

WITH LETTER, INCLUDE

1. Project summary, including goals and objectives
2. Proof of 501(c)3 nonprofit organization status
3. Mission statement
4. Recognition

REQUIREMENTS

1. Acknowledgement letter from 501c3, to be received no later than 30 days after the event.
2. Summary report including outcomes and marketing benefits, to be received no later than 30 days after the event.

DEADLINES

- To apply to be a Cork Catering Community Partner, you must submit application materials by December 1 for the following year.
- To request a donation, you must submit letter of request at least 8 weeks prior to event or project. Last minute donations will not be considered. Allow 4 weeks for notification.

We welcome your comments and questions regarding Cork Catering philanthropic efforts. Please send direct inquiries to mgreen@corkcatering.com.