

## Coastal Maine Botanical Gardens Donation Request Policy

Coastal Maine Botanical Gardens (CMBG) focuses on assisting organization in the State of Maine. CMBG is asked to support many worthwhile charitable causes and events each year by donating in-kind gifts. We would like to grant such requests, but we, too, are a 501(c)(3) nonprofit organization, striving to be as fiscally prudent as those numerous organizations requesting our support. Therefore, we must limit the number and type of contributions we make each year. Priority is given as follows:

- Environmental organizations
- Arts organizations
- Educational organizations
- Other nonprofit organizations

To be considered for a donation request, please adhere to the following submission criteria:

- Your organization must be a 501(c)(3) not-for-profit organization chartered in the State of Maine and directly affect Maine residents.
- Your donation request must be received at least four (4) weeks prior to the day your organization needs the item.
- Your organization must not have received a donation from Coastal Maine Botanical Gardens during the current calendar year.

Requests must be submitted in writing or by email to Sarah Burnham at Coastal Maine Botanical Gardens, P.O. Box 234, Boothbay, ME 04537 or [sburnham@MaineGardens.org](mailto:sburnham@MaineGardens.org). Fax or phone requests are not considered. Requests must include the following information:

- Organization Name and full address
- Organizations non-profit tax id number
- Event date, time, and location
- Event description including organization who benefits
- Contact name, phone number, and email
- Any additional information on event/organization that you feel necessary

All requests will be considered on a case-by-case basis and every request will be responded to at least (2) two weeks prior to the event, whether approved or declined.

Unfortunately, due to the number of requests received annually, CMBG is unable to fulfill requests as described below:

- Multiple donations to the same organization within a given year
- Requests to contribute monetarily
- Requests for raffles or door prizes
- Requests that benefit faith-based or political organizations

Adherence to these guidelines does not guarantee your request will be honored.

We wish you the best of luck with your fundraising efforts.