



Donation Request Application Guidelines

Giving back to our community is something that we take great pride in. Cozy's Restaurants supports non-profit organizations in many parts of greater Cincinnati. We focus our contributions on local and community education, youth athletics & extracurricular programs, hunger relief, and the arts. Each Cozy's Restaurant location has budgetary restraints and can only approve a limited number of the donation applications received. Please help us serve you and your community better by submitting your applications per the following guidelines:

1. Complete the Cozy's Restaurants Donation Request Form (on Reverse).
2. Attach a copy of your organizations federally issued letter certifying non-profit 501(c)3 status.
3. Submit your application at least 8 weeks prior to the date the donation is needed.
4. Return only one copy of the application to the store serving your community.
5. Submit your application by mail, fax, email, or deliver directly to the desired location.

**Applications that do not meet the above outlined guidelines will automatically be declined*

Frequently Asked Questions

Which Cozy's Location should receive my completed donation request application?

The address of the non-profit generally determines the location reviewing the request. Organizations which are regional should address their donation request application to restaurant nearest to the location of the event, fundraiser, or program.

Which organizations are eligible to receive donations?

Cozy's Restaurants accepts donation request applications from local non-profit organizations with a 501(c) 3 status. The event, fundraiser, or program must serve the local community. Cozy's Restaurants cannot make donations to political or religious organizations unless the donation will be used for a local, non-secular, community service related event or program. Cozy's Restaurants does not donate food to individuals, individuals seeking pledges, multiple requests from the same organization, or cause outside our local community. Past support does not guarantee future support.

What is acceptable documentation for my organizations non-profit status and why is this necessary?

To accept and review your donation request application, it must be accompanied by a copy of the federally issued statement of your organization's 501(c) 3 status and your 9-digit Federal Identification Number. This letter is obtained from the Federal Treasury and is different from the tax exemption form. For accounting purposes; documentation, including non-profit status, of every donation request application processed must be kept on record for 7 years.

How will I know if my donation request application had been approved?

Correctly completed donation application requests are reviewed in a timely manner. If your application is approved for a donation, you will generally receive notice 2-3 weeks prior to your event, fundraiser, or program date. Due to the number of requests each store receives, we request that you correspond with us about your application status via email whenever possible.



Donation Request Application

**Please carefully read guidelines on the previous page before completing this application*

Please Print All Information

Date: _____ Organization: _____

Non-Profit Federal Identification Number: _____ - _____ (Copy of 501 (c)3 Letter must be attached)

Address: _____

Contact: _____ Title: _____

Email: _____

Phone (Day): _____ (Evening): _____ Fax: _____

Please Circle One: Special Event Fundraiser Community Service Program

Name of Event, Fundraiser, or Community Service Program: _____

Day & Date: _____ Time _____ Expected Attendance: _____

Location: _____

Mission or Purpose: _____

If this is a fundraiser, how/where will the funds be used? _____

Items(s) Requested from Cozy's Restaurants: _____

How will the contribution of Cozy's Restaurants be recognized? _____

Copies of the publication or press materials which recognize Cozy's Restaurants contributions are requested with your post-event "Thank-You" Letter

Please Return Form To:

**Travis Breese
Cozy's Restaurants & Putters Sports Bar and Grill Corporate Office
6559 Cincinnati-Dayton Road
Liberty Township, OH 45044
Fax: 513 759-5424
TravisBreese@PuttersSportsGrill.com**