**Sunnyside Gardens Charitable Giving Policy**

Sunnyside Gardens Manager

3723 West 44th Street

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Sarah Smith

Sunnyside Gardens Manager

3723 West 44th Street

To whom it may concern,

Sunnyside Gardens is committed to supporting organizations which are aligned with **our charitable focus, local schools and local non-profit organizations.** If your organization meets these criteria, please complete this form as well as the tax exempt form attached, so that we may evaluate your request. Requests should be submitted at least one week prior to the event. We regret that we cannot fund all requests and all donations will be made at the discretion of Sunnyside Gardens.

Sarah Smith

*Sunnyside Gardens Manager*

***Name of Organization:***

***Your Name/Title in Organization:***

***Phone, E-mail & Mailing Address:***

***Purpose of Organization and its Primary Beneficiary:***

***Name of Program/Event (please attach flier etc…if available):***

***Date of Event:***

***Details of Request (Merchandise or $ Amount):***

***How will Donation be Recognized?***