



LEND A HAND APPLICATION

OUR MISSION

Co-op Market Grocery & Deli works for health and sustainability by providing healthful foods and products, promoting local suppliers, and offering consumer education in an open, community-centered environment, through a viable business.

OUR VALUES

- **Service** – We are committed to the joy of true service, putting the needs of others first in a way that touches lives and hearts. Our service is an honor and a privilege.
- **Sustainability** – We seek to sustain our co-op’s financial health and growth while working toward solutions to economic development that consider the health our community and planet.
- **Social Responsibility** – We believe that our actions must benefit the global community at large. This means that we promote justice and equity in all of our relationships and are committed to the people who use and work for our business.

Name of Organization: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____ Phone: _____

Contact Email: _____

Website: _____ Facebook: _____

Instagram: _____ Twitter: _____

Name and address for check remittance (if it differs from above):

Name: _____

Mailing Address: _____

City, State, Zip: _____

Is this a 501(c)(3) nonprofit organization? _____ If yes, please include certification with application.

Has your organization been a Lend a Hand recipient in the past? _____ If so, when? _____

Which month would you prefer us to raise funds for your organization? _____

Note: December is not available. We cannot guarantee your month of choice.

INSTRUCTIONS

A. Please include a cover letter on your organization's official letterhead with this form.

B. *Attach a separate sheet* with answers to the following questions.

1. Please provide your mission statement and a brief summary of your organization's work.
2. How does your work align with Co-op Market's mission and values?
3. How will the Lend a Hand funds be used?
4. If your organization has received funding from Co-op Market in the past, please describe how this funding supported your organization and mission.
5. What is your elevator pitch? Cashiers usually have about 10 seconds to describe our monthly recipient to a shopper. Please describe your organization and how the funds will be used in 100 words or less.

Applications will be published on our website. For this reason, please include no more than one piece of supplemental information (brochure, flyer, annual report, etc.) with your application.

In December, our Owners will vote to select our Lend a Hand recipients. If your organization is selected, we will require the following:

- Availability for at least one day (2-4 hrs.) during the month we are rounding up. This will help you connect with our shoppers and encourage donations to your organization.
- Marketing materials (posters, brochures, flyers, etc) about your organization if available.
- 2 or 3 high resolution photos representing your work. Please include a photo release for any people appearing in your photos.
- A high resolution, printable jpeg of your organization's logo.
- Promotion of the Lend a Hand program via your website, newsletter and/or social media pages.

Important Note

We do not donate to individuals, national charities, political candidates or organizations, charities that advance a particular religious belief, or organizations that discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, marital status, disability or status in any other protected group.

Submit applications to the attention of Amber Quesenberry, General Manager:

- via email to gm@coopmarket.org (preferred). Be sure to include scans of supporting materials.
- by hand delivery to the Customer Service Desk.
- by mail to the following address: Co-op Market Grocery & Deli, 526 Gaffney Road, Fairbanks, AK 99701

APPLICATIONS ARE DUE NOVEMBER 30