



April 7, 2016

Dear Friend,
Organization:

Casa Larga Vineyards receives a multitude of donation requests each year. We sincerely wish it were possible to honor all of them since most are very worthwhile causes.

To maximize our efforts, we support disadvantaged youth development, educational programs, religious, and health related events. Preference is given to organizations and requests that address one or more of those areas of focus.

We assure you that every request we receive is given serious and fair consideration. To expedite the process, we ask that you follow the attached guidelines when requesting a donation.

We ask requests be submitted between November 1st and December 31st of the year prior to your event. Casa Larga's Online Donation Request Form will be used to determine if we will be able to donate to your organization. Donations not filed between November 1st and December 31st could take up to 6 weeks to process. Please include all pertinent information that will help us to better understand your request. Also, please include a formal, concise Donation Request Letter on your nonprofit organization's official, letterhead.

Donations are limited to tour/tasting passes. Wine donations are limited to 50/50 purchase. Unfortunately we cannot honor requests for wine gift baskets or cash.

A tax-exempt ST-119.1 ID number must accompany all donation request forms. Once you have been notified of your donation status, if your organization is approved for a donation, we will require a signed copy of the tax-exempt form as well. Without this information, your organization may not be considered for a donation. Having an ST-119.1 ID number, is not an automatic approval of the donation.

Please contact Tammy Donnelly at tdonnelly@casalarga.com or (585) 223-4210, extension 123 with any questions.

Sincerely,

The Family and Staff of Casa Larga Vineyards

Casa Larga Vineyards Donation Request Guidelines

Requests will be accepted between November 1st and December 31st each year.

All other requests can take up to 6 weeks to process.

1. Casa Larga has an annual budget with parameters that we must adhere to.
2. To be eligible for a donation, all requests must be submitted between November 1 and December 31 of the year prior to the event*.
3. All requests must be complete:
 - Submit our online Donation Request Form found at www.casalarga.com/community.
 - Submit a formal, concise Donation Request Letter on your nonprofit organization's official, original letterhead. This letter should include your organization's mission statement, the type of fundraising event/program being planned with the purpose and objective of the event. The letter should include your organization's name, address, telephone number, fax number, and email. Also include the contact person's name, title, address, telephone number, fax number and email. Please email this letter to tdonnelly@casalarga.com.
4. Your non-profit organization must be a 501(c) (3) charity, school or church, and have a ST-119.1 Exempt Form. We cannot accept donations that would benefit a specific individual or family. We focus our donations on nonprofit and charitable groups. Donations are limited to only the Monroe and Ontario County branches of organizations. All money raised must stay in the community.
5. If your group doesn't fall under these criteria, please call Tammy at 585-223-4210 ext. 123 to inquire about special pricing to assist your fund raising needs.
6. The month of January is devoted to processing donation requests. Due to the large amount of donation requests we receive, we ask that you do not call during this period to ask about the status of your request. We will contact you by email when the request has been processed. For events being held in January, you will be notified by January 2, 2017. For all other events, you will be notified during the month of February.
7. Use of the Casa Larga name, logo and trademarks and/or any advertising that implies the support or sponsorship of an event by Casa Larga must be approved in writing by Casa Larga prior to use.
8. Requests for monetary donations are generally not approved.
9. Due to the volume of requests, we can only provide one item per local or national charity branch for each calendar year. Please collaborate with other organizers on your fundraising efforts if your needs occur more often than that.

10. Organizations must be using the donated item(s) to raise additional funds for a non-profit organization. We are not able to fulfill donation requests where the donated item is used for incentive purposes.
 11. Donation requests that have been granted will be available for pick up at Casa Larga Vineyards Wine Shop on the Wednesday prior to your event between the hours of 10 am – 6 pm. Any concerns regarding the pick-up, contact Tammy Donnelly (tdonnelly@casalarga.com). If you cannot pick-up the donation for your event, we will deliver it for a fee.
 12. If your organization does not have a ST-199.1 ID #, we can offer special pricing. All applicable taxes must be paid at time of pick up in cash or a payment instrument of the charitable organization. Personal checks and personal credit cards are not acceptable.
- * Events taking place during the month of January must be received no later than November 30th