

Instructions

1. Save this PDF form to your computer

- Select File > Save Page As (File > Save As or select the Download Icon)
- Choose the file location on your computer (Remember the file location as you will need to browse to find this file)
- Name the file with the name of your organization
- Select Save
- Close your browser window as it is no longer needed

2. Fill out the form

- Navigate to the file on your computer
- Open with Adobe Acrobat (If you do not have Adobe Acrobat Reader download it for free at <http://www.adobe.com/products/reader.html>)
- Please read through our guidelines on the next page and fill out the form on the next few pages
- Once you have filled out the form, please save it again

3. Send this completed form and supporting documents to us

- Submit your request a minimum of **60 days prior** to the date of your event to allow for adequate time for review and response.
- Email the application and supporting documents to charitablegiving@jamesavery.com
- You may also mail to:
James Avery Artisan Jewelry
Attn: Charitable Giving
P.O. Box 291367
Kerrville, TX 78029-1367

Guiding Principles

We provide limited cash contributions sponsorship of special events and in-kind support to organizations and programs that enrich quality of life in the following areas:

- Light of the Artist
 - Arts and Craftsmanship
- Fire of the Craftsman
 - Military and First Responders
- Beauty of the World Around Us
 - People and Environment

James Avery Artisan Jewelry reserves the right (in its sole discretion) to make all determinations regarding the organizations and programs to which it will provide support.

Guidelines

We give to as many community organizations as we can, but it is not feasible to fulfill every request. Therefore, we only consider organizations and programs that meet the following guidelines:

- Programs must provide direct services to beneficiaries and be focused on assisting the communities we serve
- Organizations must have clearly-stated objectives, long-range plans and active participation from a governing board of directors
- All contributions are chosen solely at the discretion of James Avery Artisan Jewelry
- To allow for adequate time for review and response, your request must be received a minimum of **60 days prior** to event date
- Please note: past support does not guarantee future support. You must send a new application and reapply each year. You are only eligible to receive support once per calendar year.

Mandatory Requirements

The organization must:

- Be located in a community where we have company-owned James Avery retail location or major facilities
- Serve the community in one or more of the three areas of emphasis listed above
- Provide proof of 501(c)(3) or similar nonprofit status
- Not have applied for support in the immediate past 12-months
- Submit a completed application and all required documentation to be considered for support (incomplete applications will not be considered).
- If your application is approved, any promotional materials or recognition to James Avery (print or digital) created by your organization using James Avery's name and/or logo must be submitted for approval by James Avery at least 72 hours prior to posting/publication.

Limitations

- Cash contributions and in-kind donations are not given to support:
 - Operating expenses
 - Individuals or families, including travel and conferences
 - For profit organizations of any kind
 - Scholarship funds
 - Seminars, reunions, team recognition events or prizes for parties
 - Endowments or past operating deficits
 - Political parties, organizations or candidates
 - Third-party fundraising groups which do not have a 501(c)(3) designation

Charitable Giving Request Application

Contribution and sponsorship requests must be made in writing and will be considered when this completed form and all required support materials are mailed or emailed to:

Please download and fill out this application. After it is complete, save and email to:
charitablegiving@jamesavery.com

James Avery Craftsman, Inc.
Attn: Charitable Giving
P.O. Box 291367
Kerrville, TX 78029-1367

For Internal Use only

Date Received: _____

Approved: _____

Declined: _____

Reason for Declination: _____

Date Reviewed: _____

Approved by: _____

Required information*:

- Proof of 501(c)(3) or similar nonprofit status and that donor contributions are tax deductible
- Mission statement
- Background material on the organization and event or program for which you are requesting support

*** Your application will be declined if any of the required documentation and information is missing. Documentation submitted with the application will not be returned to you. Applications with "see attached" in any fields will not be considered.**

Name of Organization: _____ Federal EIN # _____ Name of

Contact: _____

Title: _____

Mailing Address (where your donation will be mailed): _____

Apt. or Suite #: _____ City: _____ State: _____ Zip Code: _____ Closest

James Avery Retail Store: _____

Phone #: _____

Email: _____

Website (optional): _____

Name of Event/Program: _____

Date of Event: (mm-dd-yyyy) _____ Fundraising Goal: _____

Anticipated Number of Attendees: _____

Check the type of support you are requesting:

In-kind auction donation of jewelry:

Event /Cash Sponsorship \$ _____ Amount Requested

Check the area of emphasis for which you are requesting support:

The Light of the Artist: Arts and Craftsmanship

The Fire of the Craftsman: Military and First Responders

The Beauty of the World Around Us: People and Environment

Organization Mission Statement:

Brief description of specific project or program:

Is your organization partnering with any other nonprofit group(s)? yes no

Event Description

Has James Avery supported your organization in the past? yes no

If yes, please provide when this occurred and describe the past support.

Have you lined up additional sponsors? If so, which ones?

Recognition for Event Sponsorships and Contributions

Please select how you will acknowledge James Avery support and participation. You may attach a list of sponsor benefits. You may attach a list of sponsor benefits or check the boxes below.

Facebook	Signage	Announcements	Direct Mail Piece
Instagram	Advertising	Press Releases	Brochure
Twitter	Print	Newsletter	Invitation
Website	Digital	Email	
	TV/Radio		

I acknowledge I will send all event/organization promotional materials and news releases to James Avery Artisan Jewelry for review and approval at least 72 hours before publication/posting.

Signature

Date