



Request for Sponsorship

Athens Bagel Company believes in giving back to our local Athens, Georgia community. We thank you for your interest in having us sponsor your event. In order to be considered for sponsorship, we require perspective organizations submit a complete sponsorship application. We accept applications on a year-round basis for events taking place no sooner than 6 weeks prior to the time the application is submitted for review. Upon submission of your application it will be reviewed for eligibility of sponsorship. After the initial review, your organization may be contacted for additional information. Following the final review of your application, you will receive an email if your request has been approved. Incomplete applications will not be considered.

Eligibility Requirements: All organizations requesting sponsorship by or donation from Athens Bagel Company must have a current 501(c)(3) tax exempt status as determined by the Internal Revenue Service. Additionally, the organization must not be classified as a 509(a)(3) or as a private foundation. We are unable to provide sponsorship for the following groups:

- Individuals
- Private Foundations
- Political or Advocacy Groups
- Programs operating outside of our local community
- Athletic Teams
- Compensation for nonprofit staffing

Instructions:

1. Please review all the preceding information and only use this Request for Sponsorship if you believe that your organization will qualify for sponsorship by or donation from Athens Bagel Company.
2. Fully complete the attached Sponsorship Request Questionnaire **AND** the appropriate sections of the IRS Form 8283. Part IV of Form 8283 *must* be filled out with the submission of the application, however, the signature and date may be withheld until donation has been made.
3. Scan and email as a *single* PDF attachment all documents and sponsorship packet, if one exists, to sponsorship@athensbagel.com no sooner than six (6) weeks prior to the date of your event. Requests that are missing information will be deemed incomplete and not reviewed.



EVENT DATE:
APPLICATION REC'D:

Sponsorship Request Questionnaire

Organization Information		
Organization Name (<i>exact legal name</i>):		
Address of Organization:		
City:	State:	ZIP Code:
Executive Director:	Phone:	Email:
Contact Person (<i>if different</i>):		Title:
Is your organization an IRS 501(c)(3) not-for-profit? (<i>YES or NO</i>):		
If no, please explain:		
Event Information		
Date of Event:	Date of Application:	
Name of Event:		
Event Address:		
City:	State:	ZIP Code:
Expected Event Attendance:	Specific Donation or Sponsorship Request:	
Sponsorship Tier/Level:	Sponsorship Benefits:	
How will donation be used (<i>one sentence</i>):		
Organization Narrative		
Brief description of your organization & its mission:		
Current programs and accomplishments, emphasizing achievements of this event if held in prior years:		

Form 8283 Instructions for Donations of Food Items:

- For Donations valued at \$5,000 or Less, please use Section A on page 1 and complete the Donee Acknowledgement (Part IV) on page 2.
 - Name and address of the done organization (Part I, Section 1, Line A, Column (a))
 - Date of contribution (Line A, Column (d))
 - Donee Acknowledgement may be signed by Authorized party at time of donation
- For Donations valued at over \$5,000, please complete *only* the Donee Acknowledgement (Part IV) on page 2.
 - Donee Acknowledgement may be signed by Authorized party at time of donation

Noncash Charitable Contributions

OMB No. 1545-0908

▶ **Attach to your tax return if you claimed a total deduction of over \$500 for all contributed property.**

Attachment Sequence No. **155**

▶ **Information about Form 8283 and its separate instructions is at www.irs.gov/form8283.**

Name(s) shown on your income tax return

Identifying number
45-1602458

ATHENS BAGEL COMPANY

Note. Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

Section A. Donated Property of \$5,000 or Less and Publicly Traded Securities—List in this section **only** items (or groups of similar items) for which you claimed a deduction of \$5,000 or less. Also list publicly traded securities even if the deduction is more than \$5,000 (see instructions).

Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached).	(c) Description of donated property (For a vehicle, enter the year, make, model, and mileage. For securities, enter the company name and the number of shares.)
A		<input type="checkbox"/>	INVENTORY SECTION 170 (E) (3) (C)
B		<input type="checkbox"/>	
C		<input type="checkbox"/>	
D		<input type="checkbox"/>	
E		<input type="checkbox"/>	

Note. If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (e), (f), and (g).

	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A		VAR.	PURCHASE			
B						
C						
D						
E						

Part II Partial Interests and Restricted Use Property—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

2a Enter the letter from Part I that identifies the property for which you gave less than an entire interest ▶ _____
 If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: **(1)** For this tax year ▶ _____
(2) For any prior tax years ▶ _____

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):
 Name of charitable organization (donee) _____

Address (number, street, and room or suite no.) _____

City or town, state, and ZIP code _____

d For tangible property, enter the place where the property is located or kept ▶ _____

e Name of any person, other than the donee organization, having actual possession of the property ▶ _____

	Yes	No
3a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?		
b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?		
c Is there a restriction limiting the donated property for a particular use?		

Name(s) shown on your income tax return ATHENS BAGEL COMPANY	Identifying number 45-1602458
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Section B. Donated Property Over \$5,000 (Except Publicly Traded Securities)—Complete this section for one item (or one group of similar items) for which you claimed a deduction of more than \$5,000 per item or group (except contributions of publicly traded securities reported in Section A). Provide a separate form for each property donated unless it is part of a group of similar items. An appraisal is generally required for property listed in Section B. See instructions.

Part I Information on Donated Property—To be completed by the taxpayer and/or the appraiser.

- 4** Check the box that describes the type of property donated:
- | | | | |
|---|---|---|--|
| a <input type="checkbox"/> Art* (contribution of \$20,000 or more) | d <input type="checkbox"/> Art* (contribution of less than \$20,000) | g <input type="checkbox"/> Collectibles** | j <input checked="" type="checkbox"/> Other |
| b <input type="checkbox"/> Qualified Conservation Contribution | e <input type="checkbox"/> Other Real Estate | h <input type="checkbox"/> Intellectual Property | |
| c <input type="checkbox"/> Equipment | f <input type="checkbox"/> Securities | i <input type="checkbox"/> Vehicles | |

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A	INVENTORY SECTION 170 (E) (3) (C)	GOOD	
B			
C			
D			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See instructions	
					(h) Amount claimed as a deduction	(i) Date of contribution
A	VAR.	PURCHASE				
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of \$500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than \$500 (per item). Enter identifying letter from Part I and describe the specific item. See instructions. ► _____

Signature of taxpayer (donor) ► _____ Date ► _____

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that I may be subject to a penalty under section 6695A if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign Here | Signature ► _____ Title ► _____ Date ► _____

Business address (including room or suite no.) _____ Identifying number _____

City or town, state, and ZIP code _____

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ► _____

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file **Form 8282**, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? ► Yes No

Name of charitable organization (donee)	Employer identification number
Address (number, street, and room or suite no.)	City or town, state, and ZIP code
Authorized signature	Title
	Date