

H Mart Donation guidelines Instructions

Thank you for your interest H Mart Donation / Sponsorship program.
Please review the following guidelines before sending us an application.

- You must be an IRS 501c3 organization and we do not donate to individuals.
- Application form must be filled out and sent via email. No telephone request please.
- We prefer not to be a part of religious organizations, gathering groups, athletic organizations, entertainment events, etc.
- We will not support any groups that overlap with other programs that we already support.
- For a minor event sponsorship, contact us a minimum of 1 month in advance.
- For a major event sponsorship, contact us a minimum of 2 months in advance.
- Donation budget is released on a first-come, first-served bases. We recommend sending your application at your earliest convenience.
- We ask for your understanding if your application is not approved even though we feel that your cause is worthwhile. The funding for this program is limited.
- Should we donate to your organization, it will be for 1 calendar year and this does not automatically renew on the following year.
- Attach a copy of your IRS 501c3 to the application.
- Email application to marketing@hmart.com

H Mart Donation Request Application

Name of Organization: _____

Non-Profit Federal Identification Number: _____

Closest H Mart Area / Branch Name: _____

Address: _____

Name: _____ Title: _____

Email: _____

Contact Number: _____

Donation Request:

Goods

Gift Card

Money

Other

Description of request (Specific products/Items): _____

Event Name: _____

Event Time / Date: _____

Event Location: _____

Event Information: _____

Have you applied for a donation at H Mart? Yes No

Application submitted by:

Name/Signature: _____

Date: _____