

FOR INTERNAL USE	
Date Received:	_____
Received By:	_____
Employee Sponsor:	_____
501(c)(3):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Highwoods Cause:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Involvement:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Donation Request Form

Organization Information

Organization: _____

Federal Tax Exempt ID#: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Contact Name: _____

Contact Email: _____

Organization Mission (brief statement): _____

Donation Request

Donation Requested: Funds \$ _____ In-Kind _____

Volunteers # _____ Other _____

Is this request in association with a particular event? Yes No

If yes, please briefly explain: _____

Program Information

1) Purpose and objective of the program for which funding is being sought: _____

2) Plan of action and timeframe: _____

Program Information (con't)

3) Total program funding required and projected resources: _____

4) How the program's success will be determined: _____

5) How Highwoods' support will be recognized: _____

Supporting Documentation Required

For All Requests:

Copy of IRS exemption letter verifying 501(c)(3) tax-exempt status

For Requests over \$10,000:

Latest audited financial statements

List of names and professional affiliations of directors and trustees

For Event Sponsorships:

Documentation detailing sponsorship levels, cost, etc.

Submitting a Request

Highwoods contributes to charitable organizations located in communities where we do business. All donation requests should be directed to the appropriate office, **attention: Community Relations Committee.**

Atlanta
2200 Century Parkway, Suite 800
Atlanta, GA 30345-3203
404.321.6555

Orlando
201 South Orange Avenue, Suite 400
Orlando, FL 32801
407.849.2275

Tampa
3111 W. M. L. King Boulevard, Suite 300
Tampa, FL 33607-6233
813.876.7000

Kansas City
310 Ward Parkway
Kansas City, MO 64112
816.561.3456

Pittsburgh
600 Six PPG Place
Pittsburgh, PA 15222
412.281.0100

Triad (Greensboro & Winston-Salem)
420 Gallimore Dairy Road, Suite C
Greensboro, NC 27409
336.668.2982

Memphis
6410 Poplar Avenue, Suite 140
Memphis, TN 38119-4836
901.683.2444

Raleigh/Durham
3100 Smoketree Court, Suite 1100
Raleigh, NC 27604-1051
919.872.4924

Corporate Headquarters
3100 Smoketree Court, Suite 600
Raleigh, NC 27604
919.872.4924

Nashville
3322 West End Avenue, Suite 600
Nashville, TN 37203
615.320.5566

Richmond
4501 Highwoods Parkway, Suite 400
Glen Allen, VA 23060-3395
804.747.7800

