



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

Kansas City
310 Ward Parkway
Kansas City, MO 64112
816.561.3456

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

Nashville
2120 West End Avenue, Suite 100
Nashville, TN 37203-5223
615.320.5566

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

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

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

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

Triad (Winston-Salem/Greensboro)
150 South Stratford Road, Suite 500
Winston-Salem, NC 27104
336.631.9000

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

