



Harvest Foundation Community Space Use for Businesses Suggested Donation Schedule

In lieu of a rental fee for room(s) use, we ask that businesses make a donation to a local non-profit based on the suggested donation schedule below. An acknowledgment of the donation should be provided to the Harvest Foundation within seven (7) days after the room has been used.

Collaboration 1 - \$50
Collaboration 2 - \$100
Collaboration 3 - \$100
Conference Center - \$250

A sample acknowledgment letter can be found below:

Today's Date

NAME OF ORGANIZATION RECEIVING DONATION

ADDRESS OF ORGANIZATION
RECEIVING DONATION

To Whom It May Concern,

In lieu of a fee for use of the Community Collaboration Space at the Harvest Foundation, they request that businesses make a donation to a local non-profit of their choosing.

Business Making Donation would like to make this donation to Organization Receiving Donation in the amount of \$ 250.00 to support your mission and work in the Martinsville and Henry County community.

Please send an additional acknowledgement of this gift to Heather Dishmon at:
hdishmon@theharvestfoundation.org or PO Box 5183 Martinsville, VA 24115

Please let me know if you have any questions.

Sincerely,

SIGNATURE

Name- Contact Person for business making donation

Title of Contact Person

Email, Phone

Mailing Address of Business