

Mayfair Shopping Centre LP

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www.mayfairshopping.com

MAYFAIR

DONATION REQUEST INFORMATION SHEET

Every month, Mayfair Shopping Centre distributes gift cards to not-for-profit organizations requesting donations for their fundraisers. To be considered, please send a letter, on corporate letterhead, describing your organization and event in 250 words or less. Include your registered charitable number. All requests must be received by the 10th of the month to be considered for the following month's budget. Organizations receiving support will be notified and asked to pick-up the donation from Mayfair Shopping Centre. In order for the donation to be released, we require gift cards to be signed for by the person requesting the donation (or their nominee). Please note that we do not give cash donations.

Due to the rising number of requests we receive, we are implementing a standardized process asking for detailed information to help us make the best possible decision pertaining to your request.

Each properly completed request is evaluated against Mayfair Shopping Centre's criteria, total funds available, and its overall compatibility with our business objectives and brand.

Criteria:

Preference is given to organizations that:

- Make a significant contribution to the well-being and vitality of the community
- Can demonstrate their community support and involvement
- Champion the environment, arts and culture, youth, fashion, animal welfare

The following are not eligible for support:

- Advertising opportunities in brochures
- Programs and magazines
- Fraternal organizations
- Commercial solicitors or third parties (professional fund raisers) raising funds for a charity
- Capital campaigns and acquisition funding
- Telephone requests
- Organizations, projects, and other activities outside the Greater Victoria area
- Requests to reduce debts or past operating ventures
- Research
- Travel for individuals or groups

Timing:

Please submit your request at least 60 days in advance of your event.

Send to:

Please send your requests and all contact information to the address noted below or by email to:

sara.park@ivanhoecambridge.com

Thank you for considering Mayfair Shopping Centre as a potential supporter of your cause.