



Elko Convention & Visitors Authority Festival of Trees Charity Partner Criteria & Application for Funding Application Deadline: October 13, 2022

Charitable Organization Criteria & Expectations

- Applicant organizations must be a 501(c)3 registered with the Internal Revenue Service. Proof of this status must be furnished upon request by the Elko Convention & Visitors Authority.
- Festival of Trees grant monies should be used to fund programs serving Elko area residents. Applications may be evaluated based upon the following criteria, including but not limited to: receipt of past grant funding, number of people to directly benefit from program, sustainability of organization and program/project to be supported.
- The ECVA Board of Directors may choose to focus on a specific community need to further screen and evaluate applications for funding.
- Charity Partners are selected by the ECVA Board of Directors at their October Board meeting. Notification will be sent by the following Friday to the email listed on the application.
- Selected recipient organizations (Charity Partners) may be asked to provide a report &/or presentation of how funds are expended for review by the ECVA and possible inclusion in future marketing and communications.
- Charity Partners are encouraged to:
 - Provide volunteers to support the Festival of Trees event if requested
 - Contribute an item for inclusion in the fundraiser auction
 - Encourage others to contribute items for auction at the event
 - Provide the ECVA with a summary program description for inclusion in marketing and materials displayed and distributed throughout the event
 - Encourage supporters and community members to participate in the auction
 - Include information about the event in organizational marketing and outreach
 - Have representatives at the event to share information about your charity if requested

Theme: Christmas at the North Pole *Celebrating 32 years of the Festival of Trees*

October 13, 2022	4:30pm PST	Charity Partner Application Deadline
October 25, 2022	8:30am PST	ECVA Board of Directors Meeting
November 1 – 28	24/7	Auction Item Registration (online only)
Nov 28 & 29	7:00am PST	Auction Setup Days (Elko Conference Center)
Nov 30– Dec 3	Schedule TBD	Auction Viewing & Bidding (digital bidding only)



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Please type or print clearly. Completed applications should be delivered to 700 Moren Way, Elko, NV 89801 or emailed to Info@ElkoCVA.com.

Name of Organization _____

Contact Person _____

Address _____

Phone _____ E-mail _____

Does your organization have **federal** non-profit status? Yes EIN # _____ No

What is the mission/ function/purpose of your organization? _____

Which community/communities does your organization serve? _____

If approved, how will these funds be used? _____

If approved, how many people will benefit directly from this donation? _____

Has your organization received any funding from the ECVA/this event in the past? Yes , year(s) _____ No

If so, please describe how the funds were used. _____

Please include any additional documentation which may assist in our consideration of your application.

By submitting an application to be a Charity Partner for the Elko Convention & Visitors Authority Festival of Trees event, your organization acknowledges and agrees to the criteria and expectations accompanying this application form.

Internal Use Only: Date Received: _____

Tax-Status verified: _____