



# Elko Convention & Visitors Authority Festival of Trees Charity Partner Criteria & Application for Funding Application Deadline: October 13, 2023

## Charitable Organization Criteria & Expectations

- Organizations applying must be **501(c)3 registered with the Internal Revenue Service**. Proof of this status must be furnished upon request by the Elko Convention & Visitors Authority. Applications not meeting these criteria will not be accepted.
- 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 Governors 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 Governors 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: *Small Town Christmas*** ***Celebrating 33 years of the Festival of Trees***

October 13, 2023	5pm PST	Charity Partner Application Deadline
October 24, 2023	8:30am PST	ECVA Board of Governors Meeting
November 1 – 27	24/7	Auction Item Registration (online only)
Nov 27 & 28	7:00am PST	Auction Setup Days (Elko Conference Center)
Nov 29– Dec 2	Schedule TBD	Auction Viewing & Bidding (digital bidding only)



# Elko Convention & Visitors Authority Charity Partner Application for Festival of Trees Deadline: Thursday, October 13, 2023, 4:30pm PST

Please type or print clearly. Completed applications should be delivered to 700 Moren Way, Elko, NV 89801 or emailed to [FOT@ElkoCVA.com](mailto:FOT@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 applying 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: \_\_\_\_\_