



Elko Convention & Visitors Authority Festival of Trees Charity Partner Criteria & Application for Funding Application Deadline: October 11, 2024

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 of decision will be sent by **October 23, 2024** 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 Traditions* ***Celebrating 34 years of the Festival of Trees***

October 11, 2024	4pm PST	Charity Partner Application Deadline
October 22, 2024	8:30am PST	ECVA Board of Governors Meeting
November 1-30, 2024	24/7	Auction Item Registration (online only)
December 2-3, 2024	7:00am PST	Auction Setup Days (Elko Conference Center)
December 4-7, 2024	Schedule TBD	Auction Viewing & Bidding (digital bidding only)
December 8, 2024	Schedule TBD	Auction item pickup



Elko Convention & Visitors Authority

Charity Partner Application for Festival of Trees

Deadline: FRIDAY, October 11, 2024, 4pm PST

Please type or print clearly. Completed applications should be delivered to 700 Moren Way, Elko, NV 89801 or emailed to 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? _____

Has your organization had the opportunity to collaborate with similar organizations? If no, please explain why.

Please provide a list of current funding sources. Do any of these funding sources roll over year after year?

If approved, how will funds received 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: _____