



Elko Convention & Visitors Authority Festival of Trees Charity Partner Funding Criteria & Application **Application Deadline: October 16, 2026 4pm PST**

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.
- Charity Partners will be selected by the ECVA Board of Governors at the October 27, 2026 meeting. **While public comment is permitted, applicants will be unable to give a presentation at the meeting.** Notification of decision will be sent by 4pm PST on **October 27, 2026** to the email listed on the application.
- Selected recipient organizations (Charity Partners) may be asked to provide a report and/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:
 - 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

Theme: Christmas in the USA, 250-Year Celebration *Event Schedule*

October 16, 2026	4pm PST	Charity Partner Application Deadline
October 27, 2026	8:30am PST	ECVA Board of Governors Meeting
November 1-29, 2026	24/7	Auction Item Registration (online only)
November 30, 2026	7:00am-6pm PST	Auction Setup Day (Elko Conference Center)
December 1, 2026	8:00am-2pm PST	Auction Setup Day (Elko Conference Center)
December 2, 2026	9am-9pm PST	Auction Viewing & Bidding (digital bidding only)
December 3, 2026	9am-6pm PST	Auction Viewing & Bidding (digital bidding only)
December 4, 2026	9am-7pm PST	Auction Viewing & Bidding (digital bidding only)
December 5, 2026	9am-3pm PST	Auction Viewing & Bidding (digital bidding only)
December 5, 2026	4:30pm-6:30pm PST	Auction Item Pickup
December 6, 2026	9am-5pm PST	Auction Item Pickup



Elko Convention & Visitors Authority
Charity Partner Application for Festival of Trees
Deadline: **October 16, 2026 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? _____

How long has your organization provided services? _____

Which community/communities does your organization serve? _____

Has your organization had the opportunity to collaborate with similar organizations? If not, 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 ElkoCVA 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: _____