



***Tweeds Holiday Home Tour, Inc. is a 501c3 organization. Our mission is to raise funds for the greater Teller County nonprofit organizations that foster art, culture, human services, environmental stewardship and sports and recreation. Revenues are generated by producing an impressive, high-quality Tour event that positively showcases the greater Teller County area and its talents, creativity and community commitment.***

## **Funding Application**

Please provide the following information for your Organization, review and accept the Terms and Conditions, and complete the Narrative portion of the Funding Application. The Application is designed to provide the Selection Committee with as much information as possible to use in making their decision. Applications that do not include all the necessary information will not be considered. **The deadline for submitting the completed Funding Application and attachments is Friday, April 6, 2018, 12 midnight. All application packets should be submitted by email to "info@wpght.org." The dates for the Home Tour are Dec 1-2, 2018.**

Date of Request \_\_\_\_\_

Legal Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Website Address \_\_\_\_\_

Federal Tax ID Number (xx-xxxxxxx) \_\_\_\_\_

Does Organization have 501(c)(3) exemption status? Yes \_\_\_\_\_ No \_\_\_\_\_

### **PRIMARY CONTACT PERSON:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

**Please read and initial that the Organization agrees with the following Terms and Conditions:**

- (1) \_\_\_\_\_ Provide the following: 1. a copy of IRS Letter of Determination that states that Organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code; 2. a Certificate of Registration from the Colorado Secretary of State's office ([www.sos.state.co.us](http://www.sos.state.co.us)). Both documents are required for funding consideration and participation.
- (2) \_\_\_\_\_ Appoint a minimum of one representative to attend Steering Committee meetings.
- (3) \_\_\_\_\_ Request Board Members to become a Holiday Home Tour "Friend Level" partner.
- (4) \_\_\_\_\_ Invite Board Members to attend Media Night, Friday, November 16, 2018, 5-7pm at Tweeds.
- (5) \_\_\_\_\_ Engage in the process of soliciting Sponsorships of the Home Tour, both cash and in-kind.
- (6) \_\_\_\_\_ Assist in providing the numerous volunteers needed to staff the Home Tour. This includes Home hosts, Hospitality House Cookies and refreshments, distribute marketing materials, and other duties as needed throughout the planning and execution of the event.
- (7) \_\_\_\_\_ Provide an ad and logo to be included on the website, in the Tour Guide and other marketing materials.
- (8) \_\_\_\_\_ Provide a giveaway item or brochure to be included in the Home Tour Gift Bags.

**NARRATIVE FOR FUNDING REQUEST**

- 1. ORGANIZATION.** Describe the primary focus and mission of the organization, including a brief history.
- 2. BENEFIT.** Describe how the Organization's mission benefits our Community.
- 3. ORGANIZATION OPERATING BUDGET.** Please provide the Organization's most recent approved detailed budget.
- 4. ADDITIONAL FUNDING.** Please provide other funding sources for the Organization.
- 5. INTENDED USE OF FUNDS RECEIVED FROM HOLIDAY HOME TOUR.** Please provide a detailed explanation of how proceeds from the Home Tour are to be used by the Organization if it were to receive funding.
- 6. SUSTAINABILITY.** Describe the Organization's plan for sustainability into coming years. Are the Organization's resources adequate to maintain its initiative after the Home Tour's support? Please describe in detail.
- 7. LIST OF BOARD MEMBERS.** Please attach a list of current board members with their contact information.
- 8. RECOGNITION.** How will the Home Tour's contribution be recognized publically? Please be specific. The Home Tour is intent on increasing awareness of its operations and participation in the community, as well as increasing visibility of our partnership with Organizations working in our Community.

**Please sign and date below indicating that you understand and accept the Terms and Conditions.**

Signature \_\_\_\_\_ Title \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_