



2020 WINTER LIGHTS FESTIVAL Beneficiary Application

The City of Gaithersburg Winter Lights Festival provides a holiday experience that creates joyful memories and wholesome family traditions. Each year, a portion of the proceeds from this popular drive-thru Festival is donated to designated 501(c)(3) nonprofit and not-for-profit organizations that serve the Gaithersburg community.

This year, in response to the increased need for food donations due to the pandemic, eligibility to receive these funds is restricted to Food and Nutrition Programs that serve the residents of the City of Gaithersburg but are not already receiving funds from the City.

Between three and eight organizations will be selected. Past beneficiaries received award amounts ranging from \$500 to \$3,000 each.

SELECTION CRITERIA:

Organizations selected as 2020 Winter Lights Beneficiaries must:

- Be a designated 501(c)(3) nonprofit Food and Nutrition Programs
- Provide support and/or services to people within the Gaithersburg community

HOW TO APPLY

The application must be received or postmarked by Friday, October 23, 2020. Selected beneficiaries will be notified in mid-November. **Incomplete applications will not be considered.**

Any 501(c)(3) nonprofit Food and Nutrition Program serving the Gaithersburg community is eligible to apply, with the exception of those organizations currently receiving City of Gaithersburg funds in Fiscal Year 2021 through the Community Services Grant and School-Based Nonprofit Youth Grant programs.

To be considered, you must email the following with proper signatures:

- A completed and signed application
- A copy of 501(c)(3) designation (tax ID certificate or other acceptable documentation)
- A copy of your organization's most recently completed financial report with the names and titles of your Board of Directors (either an audited financial statement, a 990 or another financial report acceptable to the City).
- Samples of your most current PR materials

Please email submissions to:

Lauren Neal at Lauren.Neal@gaitthersburgmd.gov

Subject: Winter Lights Beneficiary Application

APPLICANT INFORMATION: (PLEASE TYPE OR PRINT)

Name of Organization: _____

Office Address: _____

Contact Name(s): _____

Phone Numbers: (work) _____ (cell) _____

E-mail Address: _____ Website: _____

Date Application Submitted: _____

QUESTIONS: (SUBMIT A WORD DOCUMENT WITH ANSWERS TO THE FOLLOWING)

1. Please provide a brief description and history of your organization and what support and/or services you offer to people residing in Gaithersburg. Include your organization's Mission Statement. (500 words or less / 25 points)
2. Briefly describe your service record over the past two years. Please include information about the number of Gaithersburg individuals or families served each year, successful projects and/or programs and how they benefited Gaithersburg residents, funding sources, and related information. (500 words or less / 30 points)
3. If selected, how will your organization use the Winter Lights beneficiary funds? Please list specific project/s, program/s or initiative/s that will benefit residents of Gaithersburg. (30 points)
4. If selected, how will your organization help promote the Gaithersburg Winter Lights Festival? (15 points)

I attest that all information provided as part of this application is true and correct to the best of my knowledge.

Applicant's Signature

Date

Applicant's Printed Name and Title