



2016 WINTER LIGHTS FESTIVAL
BENEFICIARY APPLICATION

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

Three to six organizations are selected to benefit from the Winter Lights Festival. Past beneficiaries have received award amounts ranging from \$500 to \$3,000 each.

SELECTION CRITERIA:

Organizations selected as Winter Lights Beneficiaries must:

- Be a designated 501(c)(3) nonprofit or a not-for-profit organization
- Provide support and/or services to people within the Gaithersburg community

HOW TO APPLY

The application must be received or postmarked by Friday, September 30, 2016. Selected beneficiaries will be notified in early November. **Incomplete applications will not be considered.**

Any 501(c)(3) nonprofit or not-for-profit organization operating within the Gaithersburg community is eligible to apply, with the exception of those organizations currently receiving City of Gaithersburg funds in Fiscal Year 2017 through the Nonprofit RFP/Grant and School-Based Nonprofit Youth Grant programs.

To be considered, you must submit the following with proper signatures and all attachments included:

- **3 copies** of the completed application (1 being the original)
- 1 copy of 501(c)(3) designation or proof of not-for-profit status (tax ID certificate)
- 1 copy of your organization's most recently completed financial report with the names and titles of your Board of Directors
- Samples of your most current PR materials

Please mail or drop off submissions to:
Winter Lights Beneficiary Program
Attn. Ilana Guttin
506 S. Frederick Avenue
Gaithersburg, MD 20877

For additional information, please e-mail Ilana at iguttin@gaithersburgmd.gov or Carolyn Crosby at ccrosby@gaithersburgmd.gov, or call 301.258.6350.

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: (USE REVERSE SIDE OF APPLICATION OR ATTACHMENTS IF MORE ROOM IS NEEDED)

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 / 20 points)

2. Briefly describe your service record over the past two years. Please include information about the number of individuals/families served each year, successful projects and/or programs and how they benefited people in the Gaithersburg community, funding sources, and related information. (500 words or less / 30 points)

3. How will your organization use Winter Lights beneficiary funds to support specific projects, programs or initiatives that benefit people in the Gaithersburg community? (30 points)

4. How will your organization help promote its involvement in the Gaithersburg Winter Lights Festival? (20 points)

5. Has your organization received any City of Gaithersburg funding in the past 3 years? (This is not a disqualifying factor.)
Yes _____ No _____

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