



Tweeds Holiday Home Tour, Inc. (THHT) 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.

2024 Tweeds Holiday Home Tour Grant Application

Important note: Applicants must be a registered 501(c)3 organization benefiting the Teller County community in order to be deemed "eligible" for Tweeds Holiday Home Tour grant funding.

Please provide the following information for your organization and submit the requested documentation. Further, complete the Narrative portion of the Funding Application and review and agree to the requirements of participation. Applications that do not include all the necessary information will not be considered. **The dates for the Home Tour are Dec 7-8, 2024. The deadline for submitting the completed Funding Application and attachments is Monday, April 1, 2024, 11:59 p.m. All application packets should be submitted by email to wphht2019@gmail.com. Confirmation of receipt will be sent.**

Legal Organization Name _____

Primary Contact: _____ Title: _____

Email Address: _____

Mailing Address: _____

Daytime Telephone: _____ Cell: _____

Website & Other Social Media Addresses: _____

Check Organization's Focus Area (please check one):

Arts & Culture; Human Services; Environmental Stewardship; Sports & Recreation

Please submit the following documents (value 10 Points):

- A) a copy of IRS *Letter of Determination or Letter of Affirmation* stating that Organization is tax-exempt under Section 501(c)(3) of the Internal Revenue Code;
- B) a current *Certificate of Registration* from the Colorado Secretary of State's office (www.sos.state.co.us);
- C) a list of current *Board Members*, their email, phone number and county of residency;
- D) completed 2023 *Financial Reports* and a projected 2024 board approved detailed *Budget*.

NARRATIVE FOR FUNDING REQUEST

- I. **ORGANIZATION, MISSION, PROJECT DESCRIPTION and BENEFIT TO THE COMMUNITY (value 40 points):** Present the primary focus and mission statement of the organization; a brief description of the organization's history; and how the organization has and will continue to benefit the community. Further, describe each project that might be funded by proceeds from THHT including goals, estimated cost, target audience/demographics of recipients; criticality or urgency of its implementation; whether its recipient population is currently unserved or underserved; and what progress has been made to implement the project including documented timeline. Ensure that the project's description includes how it supports your mission statement and also how it benefits the community.
- II. **SUSTAINIBILITY OF ORGANIZATION (value 20 points):** Describe the Organization's previously successful funding efforts and its plans for financial sustainability in coming years. Is there any history of connections (for example co-marketing or sharing volunteers) and successes with other local organizations or groups or are there any future plans for this activity? Describe any previous successful outreach efforts including utilizing social media and networking and any continued plans for community communications.
- III. **MUTUALLY BENEFICIAL SUPPORT ACTIVITIES (value 30 points):** A focus of the THHT Board of Directors is to increase the awareness of its fundraising efforts for Teller County area nonprofits, which in turn increases the community's awareness of each of our designated beneficiaries. In support of our efforts, we therefore request participation by each beneficiary in the following activities and tasks:
- Provide your logo and additional information as requested in support of the Home Tour marketing efforts such as our website, Facebook page, Tour Guide, etc.;
 - Encourage Board Members to participate in the THHT Sponsorship Program as a Santa's Helper or Snowflake Sponsor.
 - Encourage Board Members to attend the THHT Gala, Friday, November 22, 2024, 5-7pm at Tweeds;
 - Attend the Awarding of Proceeds event in January 2025;
 - Acknowledge THHT as a donor/sponsor for your organization in post-event marketing materials via newsletters, on your website/Facebook pages, Donor Wall, etc. during the life of the specified project, or for at least one year after the Awarding of Proceeds.
 - Complete and return the attached Acknowledgement of Volunteer Commitment form.

On behalf of my Organization, I understand and agree to the above stated requirements of participation.

Signature _____ Title _____

Print Name _____ Date _____

Acknowledgement of Volunteer Commitment

The Tweeds Holiday Home Tour (THHT) raises funds for non-profit organizations in the Greater Teller County that foster art, culture, human services, environmental stewardship or sports and recreation. This event increases the community's awareness of each of our designated beneficiaries. In return, the Board of Directors is requesting that each selected beneficiary commit to providing volunteers to support the THHT in the following ways:

- Select a representative to attend each of the scheduled 2024 Steering Committee and General meetings beginning in May.
- Appoint a representative to work with our Publicity Coordinator for social media emphasis.
- Plan on a minimum of 10 hours to assist with the following activities prior to the Tour dates:
 - Place marquee information on both Oct 7 and Nov 4.
 - Provide staffing for Old Fashioned July 4th; Bronc Days on July 27; Farmers Market August 30; Holiday Market November 23.
- Assist with Publicity by distributing marketing materials (delivering posters, fliers, etc. to local businesses & sponsors)
- On the weekend of the THHT, plan to provide the following:
 - Five (5) venue hosts per day (Saturday and Sunday). Names and contact information for hosts are needed by October 10 to facilitate assignments.
 - Six (6) dozen homemade cookies for refreshments at the Hospitality Suite. Names and contact information are needed by November 1. The cookies are delivered the week of the Tour to Woodland Professional Building.
- Additional opportunities may be available as plans for the Tour progress. We will request assistance if needed.

As a selected Beneficiary, _____, agrees to the above volunteer commitment to ensure the success of Tweeds Holiday Home Tour.

Submitted by: _____

Date: _____