**Fun Run 13 Charity Application**

**Deadline for completed application:** March 1, 2016

**Completed applications must include all of the following.**

Incomplete applications will not be considered.

1. Completed and signed application
	1. Mission Statement
	2. Use of Funds Statement
		1. What will funds be used for this year? And
		2. If you participated last year, what were the funds used for?
	3. Statement of Intended Impact
		1. What impact will the funds have on your mission and the community?
	4. Primary and Secondary Contact information
2. Current contact list of the organization Board of Directors or equivalent user group leaders (Attach to application)
3. Financial Statements (Attach to application)
	1. Balance Sheet and Profit & Loss Statement from previous year end.
	2. If you participated last year, statements should indicate last year’s use of funds
4. Quote or testimonial (Attach to application)
	1. If you participated last year, focus on the impact last year’s event had on your organization and mission.
	2. If you are new, focus on what you hope to achieve through participation.
5. Copy of IRS Determination Letter (Attach to application)
	1. For tax-exempt organizations only

**Return completed application via:**

 **Mail:** The Red Lodge Area Community Foundation, PO Box 1871, Red Lodge, MT 59068

Completed application must be **postmarked by February 26, 2016**

 **Email**: funrun@rlacf.org

 **Drop Off:** 122 Hauser Ave S (across from the Post Office)

An email will be sent to the primary and secondary contacts with the status of application by Mid-April.

**Type of Organization:** ⃝Tax Exempt ⃝Fiscal Sponsor of RLACF\* ⃝Other Charitable Group\*

*Tax Exempt= IRS 501 designation Fiscal Sponsor= Agreement with RLACF Other Charitable Group= You don’t fit the other two categories*

*\*Non tax exempt organizations must fill out a Grant Report Form before funds will be dispersed.*

**Participation Type:** ⃝First Time Charity ⃝Returning Charity \_\_\_\_\_ Years participating

Organization Name:

Director’s Name:

Mailing Address:

City, State, Zip:

Organization E-Mail:

Organization Phone Number:

Director Cell Number:

Organization Fax Number:

Website:

Tax ID Number:

**CONTACT PERSON(s)**

The contact person(s) serves as the organization’s primary liaison to the Fun Run and must:

* Coordinate or delegate the Match Requirements which include:
	+ Attending the Kick Off meeting On May 11th at 5:30PM
	+ Completing the fundraising page by June 10th.
	+ Attending the Planning Meeting on July 13th at 5:30PM
	+ Submitting volunteer hours on June 30, July 31, and September 15
	+ Hosting a booth on Event Day, September 3rd.
* Communicate deadlines, rules, procedures and updates about the Fun Run to you organizations constituents as necessary.
* Arrange for a representative to accept the final check at the awards party in October (date TBD).
* Understand and share the ramifications including organization disqualification if rules and procedures are not followed as well as review, understand, and implement all Fun Run policies and procedures.
* Check email on a regular basis as ALL Fun Run information is sent electronically.
* Complete and submit all required forms by deadlines provided.
* A secondary contact is mandatory to ensure communicate is disseminated to the organization (in case the primary person is on vacation, email bounces, etc.).

Primary Contact person:

Affiliation with organization (i.e. director, staff member, volunteer, etc.):

E-mail address (required):

Telephone: ⃝ Work ⃝ Home ⃝ Cell

I have read and understand the 2016 Policies and Procedures: ⃝ Yes ⃝ NO

Secondary Contact person:

Affiliation with organization (i.e. director, staff member, volunteer, etc.):

E-mail address (required):

Telephone: ⃝ Work ⃝ Home ⃝ Cell

I have read and understand the 2016 Policies and Procedures: ⃝ Yes ⃝ NO

  You must provide ALL of the following information as it used for RLACF/IRS accountability purposes and for publication and marketing materials. The Mission Statement, Intended use of Funds Statement, and Statement of Intended Impact, are used to show the community impact of the Fun Run to the public, sponsors, media, and donors. **All Statements should be 25 words or less.** RLACF reserves the right to edit any statement to accommodate publication in marketing materials.

**MISSION STATEMENT**

**INTENDED USE OF FUNDS STATEMENT**

 **STATEMENT OF INTENDED IMPACT**

**SIGNATURES OF ACCEPTANCE**

*We, the undersigned, have reviewed the attached* ***2016 Policy & Procedures for Participating Organizations*** *and agree to all conditions, rules and procedures relating to participation in The Red Lodge Fun Run for Charities, an event sponsored and administered by The Red Lodge Area Community Foundation. With our signatures, we assure proper compliance with the spirit, rules and procedures of the event as provided in the* ***2016 Policy & Procedures for Participating Organizations***. *We further understand that failure to comply with any of the rules of the event will result in an organization’s disqualification and may affect future participation in the event. I have read and approve all the information and attachments in this packet.*

***Executive Director (or equivalent)***:

Name: Title: Signature/Date:

***Board Chair (or equivalent)***:

Name: Title: Signature/Date: