



Havelock Chili Festival, P.O. Box 113, Havelock, NC 28532
havelockchilicommittee@outlook.com • www.chilifestival.org

42nd Annual Havelock Chili Festival Donation Request Application

In the last 7 years of The Havelock Chili Festival, we have had the pleasure of providing over \$69,000 in donations, scholarships and support to the local community. The Havelock Chili Festival welcomes any nonprofit organization to apply for a donation; however, we DO NOT guarantee a donation as a result of a submission of an application. We ask that your organization provide volunteers to help us ensure the success of this year's Chili Festival.

Our aim is to serve as many organizations as possible. Please request only funds truly needed by your organization. We DO NOT promise a specific amount of money to any organization. Funds will be dispersed as fairly as possible.

The amount of funds will not be determined until the Havelock Chili Festival has been completed. Please note: fund distribution is determined by the success of the Havelock Chili Festival and the number of nonprofits requesting funds.

Requirements:

1. Provide contact information and a copy of page 1 of your IRS nonprofit status acknowledgement letter.
2. Provide your Organization's mission statement and a description including current programs, activities and accomplishments.
3. For the last fiscal year, provide the number of people served, the service you provide to them, information that is applicable to your donation request.
4. Explain how the requested funds will be used and how the monies will be used in the Havelock Community.
5. Provide Agency Representative to attend Orientation Meeting and provide volunteers for help with Festival.
6. Provide an Accountability Report for disbursed funds.

If approved, a representative from your organization must attend one or possibly 2 mandatory Chili Festival orientation meetings to discuss what volunteer role your organization will play at the Festival. Areas where volunteers will be needed are: Parking, sale of sodas, trash detail, set up, take down, etc. **Failure to attend will result in forfeiture of any donations from the Havelock Chili Festival.** During the Festival, volunteers must be supervised by your Organization. Your Representative is responsible for passing Orientation Meeting information to your volunteers and ensuring volunteers are properly prepared and trained. If not, your donation amount will be impacted.

The agency/organization shall inform Havelock Chili Festival Committee the AGE and NUMBER of VOLUNTEERS that will be available. It is also understood that the Organization will provide as many personnel as possible to help with the Havelock Chili Festival. The 2023 Havelock Chili Festival will be on October 19, 2024. To apply for a donation from the Havelock Chili Festival, please carefully review the guidelines.

Application must be postmarked or emailed by September 14, 2024.
You may also submit your scanned Application to us at HavelockChiliCommittee@outlook.com.



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Please attach additional sheets as necessary to complete your donation request. PLEASE PRINT CLEARLY. **Be sure to complete each question.** Incomplete applications will NOT be considered and the Havelock Chili Festival Committee will **NOT** contact you to request the information. If you are unsure of the required documentation, please contact us with your questions by emailing havelockchilicommittee@outlook.com.

Organization Name _____ Director _____

Address _____

Phone number _____ Email address _____

Contact Person _____ Email address _____

Title of Contact Person _____

EIN _____ Amount of donation requested _____

Provide a copy of page 1 of your IRS nonprofit status acknowledgement letter.

Summarize the Organization's Mission (2-3 Sentences)

Who is your target group and how many did you serve last year? give us an example of what you have done in the last year for them.

Summarize your donation request and explain how funds will be used in the Havelock community.

Please share any additional information about your organization that is applicable to your donation request.

VOLUNTEER AGES: _____ NUMBER OF VOLUNTEERS: _____ AVAILABILITY FRI SAT SUN
(Please Circle all the apply)

The Havelock Chili Festival Committee requires an Accountability Report for disbursed funds. Once the donation has been spent, please email us a brief description of how your donation was used and include pictures, if possible, for use on our Social Media accounts.