SC GIVE

Dec. 1, 2020

#GIVINGTUESDAY • SCGIVE.ORG

2020

Participant Application Information

Stanwood-Camano's Local #GIVINGTUESDAY Event

24-hour online giving event to fund important local projects that provide basic needs and enhance the quality of life within the Stanwood-Camano community.

Sponsored by:

SCAF
Stanwood-Camano Area Foundation

SC Give Participant Application Information

SC Give is the local #GIVINGTUESDAY event for the Stanwood-Camano communities. This event is hosted by the Stanwood-Camano Area Foundation.

Who Is Eligible to Apply?

Nonprofit Organizations – Any active 501(c)(3) nonprofit organization with a project in need of funding that directly benefits the community is eligible to apply. (Organization must be listed as active on the IRS exempt organization verification site, https://apps.irs.gov/app/eos.)

501(c)(8) and 501(c)(19) organizations may apply, but must adhere to IRS mandated expenditure responsibility requirements for non 501(c)(3) nonprofit organizations. Please download and review these additional participation requirements before applying and submit required documentation with application.

Public Agencies – Public agencies such as schools, libraries, parks, fire and police departments with an unfunded project that directly benefits the Stanwood-Camano community may apply.

Projects must meet the following criteria to be considered:

- They must directly benefit the Stanwood-Camano community (defined by the boundaries of the Stanwood-Camano School District).
- They must be realistic and attainable.
- They must have experienced project staff and/or volunteers in place who can successfully implement the project.

All applications will be reviewed by the Board of Trustees of the Stanwood-Camano Area Foundation, who will, at its sole discretion, select projects for inclusion.

2020 SC Give Timeline

8/1/20	Application period opens
8/14/20	Application deadline
8/24/20	Selected participants notified
9/2/20	Orientation workshop for new participants, 6 p.m. – 8:00 p.m.
9/9/20	Marketing workshop, 6 p.m. – 8:00 p.m.
10/1/20	Materials for website due to SCAF
11/1/20	Marketing Kick-off
12/3/20	Giving Tuesday

Application Deadline & Submission Instructions

<mark>Completed applications should be submitted to SCAF no later August 14, 2020</mark>. They can be e-mailed, mailed, or dropped off.

By e-mail: bev@s-caf.org

By mail: Stanwood-Camano Area Foundation
               P.O. Box 1209
               Stanwood, WA 98292

In person: Stanwood-Camano Area Foundation
               10101 270th St. NW, Suite 219
               Stanwood, WA 98292
               (leave under office door)

Questions?   (360) 474-7086 or bev@s-caf.org (for quickest response, send e-mail)

SCAF's Role

SCAF provides the framework for the event as well as development & training materials for participants. Some of the things provided by SCAF include:

- Develop & maintain event website (scgive.org)
- Conduct orientation workshop
- Conduct marketing workshop
- Prepare participant planning guide
- Process online donations
- After-event donation reports including contact information of donors for thank-you cards.

Participant's Role

To be successful, this event requires the full engagement of each and every organization that lists a project for funding. Please read the following participation requirements carefully to be sure you are willing and able to fulfill them.

- Attend an orientation session for the program that will give an overview of the mechanics of the event and how you will be expected to participate.
- Attend a marketing workshop that will help you promote the event.

- Post your project to the event Facebook page at least twice, but no more than one time per week, in the four weeks leading up to the event. (You will be provided with login information and assigned a time slot for posting your project to ensure project posts are spread out evenly.)
- Promote the event to your own donor base or constituency through your website, newsletters, e-mail, Facebook and other social media channels, or any other venue you may have available to you at least once a week in the four weeks leading up to the event.
- Use the SC Give logo and messaging provided by SCAF in promoting this event. (You will be provided with both print and web versions of the logo.)
- Include the sponsor logos whenever possible while promoting the event. (You will be provided with sponsor logos.)
- Complete an after-event survey within two weeks of receipt of donor list from SCAF.
- Send donors to your project a thank-you note acknowledging their donation within two weeks of receipt of the donor list from SCAF. For online donations, do <u>not</u> send a donation receipt. Official donation receipts for tax-purposes will be from the Stanwood-Camano Area Foundation and generated at the time the donation is made.