



FRISCO

COLORADO

2016 Town of Frisco Application for Non-Profit BBQ Challenge Event Partnership.

DEADLINE: February 5, 2016 at 5:00 p.m.

Frisco, Colorado BBQ Challenge – June 16-18, 2016

The BBQ Challenge is a 23 year tradition in Frisco and welcomes nearly 35,000 visitors to town. This event covers 6 blocks and requires over 400 volunteers. The Town of Frisco believes in partnering with and rewarding our local non- profits for providing volunteers for different aspects of this event.

This packet contains information regarding event partnerships during the Frisco BBQ Challenge. This application is designed to help the Town of Frisco better understand your non- profit's mission and ability to fulfill the requirements of an event partnership. The Town of Frisco reserves the right to interview non-profits in order to make the most informed decisions, and hence, ensure the success of the partnership.

Please note that the Town of Frisco will award a total of \$35,000 to local non-profit partners in 2016. The selected non-profit partners may be awarded up to \$10,000 each based upon event responsibilities.

Please be sure to include all of the required materials in the completed application, incomplete applications may not be considered. Thank you for all of the important work you do in our community – we look forward to reviewing your application!

When to Apply:

Non-profit applications are available from January 6, 2016 – February 5, 2016 at the Frisco Town Hall at 1 Main Street or on the Town's website at www.townoffrisco.com/non-profits/

Non-Profit Application Timeline:

- Applications are due no later than 5:00 p.m. on Friday, February 5, 2016. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline on Friday, February 5, 2016 – a February 5, 2016 postmark and receipt of the application at a later date will not be accepted.
- Applications will be reviewed through February 12, 2016.
- Notification of participation will on February 19, 2016.

A complete application must be submitted by February 5, 2016 at 5:00 p.m. Please mail application to the Office of Special Events, Attn: Nora Gilbertson, Frisco Town Hall, P.O. Box 4100, Frisco, CO 80443 or deliver your application to Frisco Town Hall at 1 Main Street, Frisco, CO Attn: Nora Gilbertson.

Questions: If you have questions, please contact:

Town of Frisco Event Manager– Nora Gilbertson: (970) 668-9132 or NoraG@townoffrisco.com

SELECTION PROCESS:

Partners will be selected based upon the following criteria:

- 1) The non-profit's mission and how it aligns with the Frisco BBQ Challenge
- 2) The non-profit's benefit to the citizens of Frisco
- 3) The non-profit's ability to recruit volunteers
- 4) The non-profit's ability to increase the attendance at the event
- 5) The non-profit's current grant funding through the Town of Frisco
- 6) Any past experience with the non-profit while they were part of the Frisco event partnership program

APPLICATION GUIDELINES

Event partnership applicants must be tax exempt under the provisions of section 501 (c) (3) of the Internal Revenue Code.

AGENCY INFORMATION:

Please provide a current "Letter of Good Standing" from the Secretary of State and a document of no more than 2 pages, 8 ½ x 11, 12 pt font, to include:

1. Non-profit mission statement
2. Description of the programs and activities the non-profit provides
3. How your organization benefits the citizens of Frisco

MARKETING AND EVENT CAPABILITIES:

No More than 2 pages, 8 ½ x 11, 12 pt font, to include:

1. Which of the BBQ responsibilities you are applying for and why?
2. If selected for this event, what ideas or capabilities does your organization have to increase the attendance during and awareness of this event?
3. Please list any relevant events or fundraisers your organization has been involved in the past two years, which would demonstrate your abilities.
4. Please provide a brief description of your volunteers. Who are they? How do you recruit them? How many have you recruited in the past?

Colorado BBQ Challenge June 16-18, 2016

Non-profit partners may be required to attend up to 3 meetings regarding the BBQ Challenge in the months leading up to the event.

General Information

1. Each non-profit chosen will be required to have an organization representative which they designate to attend meetings. Meetings are typically scheduled during normal work hours (9:00 a.m.-5:00 p.m.) Monday-Friday.
2. The organization representative will be responsible for scheduling the required number of volunteers and managing those volunteers during the event.
3. All lead volunteers must be over 21.
4. All alcohol related volunteers must be over 21.

The following is a list of available volunteer opportunities for the BBQ Challenge:

- Ticket Sales Booths
 - 2 “Managers” (1 should be the organization representative) to oversee and organize Pit Bosses during the event
 - One manager must be available and on site at all times
 - Responsible for educating the ticket sellers on process and procedures
 - Required to attend monthly meetings
 - Approx: 12 shifts of committed and trustworthy people possibly board members
 - Volunteers would be:
 - Responsible for attending 1-2 training meetings prior to the event in May and June
 - Responsible for 6 hour shifts during the event (June 16-18, 2016)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the ticket booth

- Alcohol Booths
 - 2 “Managers” (1 should be the organization representative) to oversee and organize Pit Bosses during the event
 - One manager must be available and on site at all times
 - Responsible for educating the alcohol booth volunteers on process and procedures
 - Approx: 17 shifts of trustworthy people
 - Volunteers would be:
 - Requested to attend 2 training meetings prior to the event in May and June
 - Responsible for 6 hour shifts during the event (June 16-18, 2016)
 - TIPS trained or able to receive TIPS training by June 16, 2016
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth

- Country Store Operation
 - 2 “Managers” (1 should be the organization representative) to oversee and organize volunteers during the event
 - One manager must be available and on site at all times
 - The organization representative should be a manager
 - Required to attend 1-2 planning meetings
 - Approx: 18 shifts of volunteers
 - Volunteers would be:
 - Organization is responsible for merchandising and animating the Country Store
 - Responsible for four 6 hour shifts and six three hour shifts during the event (June 16-18, 2016)
 - Upholding the financial and security procedures of the booth

- Set-up and tear down of the booth
- Non- Alcoholic Beverage & Ice Sales
 - 2 “Managers” (1 should be the organization representative) to oversee and organize volunteers during the event
 - One manager must be available and on site at all times
 - The organization representative should be a manager
 - Required to attend monthly meetings
 - Responsible for educating the booth volunteers on process and procedures
 - Approx: 12 lead shifts and 18 shifts of volunteers
 - Volunteers would be:
 - Lead volunteers and organization representative requested to attend 2 training meetings prior to the event in May and June
 - Responsible for six 6 hour shifts and six 3 hour shifts during the event (June 17-18, 2016)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth
 - Delivery and recording of all ice transactions
- Zero Waste Station Educators
 - 2 “Managers” to oversee and organize volunteers during the event
 - One manager must be available and on site at all times
 - Responsible for educating the volunteers on process and procedures
 - Required to attend monthly meetings
 - The organization representative should be a manager
 - Approx: 200 shifts of volunteers
 - Volunteers would be:
 - Requested to attend 1 training meeting prior to the event
 - Educating the public on waste stream process
- Hog Back Counting
 - Approximately 24 hours of time with at least 2- 4 volunteers post event June 19-25, 2016
 - Volunteers would be:
 - Requested to attend 1 training meeting prior to the event.
 - Responsible for counting and verifying ticket turn in numbers