



2017 Town of Frisco Application for Non-Profit Event Partnerships during the **Colorado BBQ Challenge**

DEADLINE: February 3, 2017 at 5:00 p.m.

Frisco, Colorado BBQ Challenge – June 15-17, 2017

The BBQ Challenge has been a 24 year tradition in Frisco and welcomes nearly 35,000 visitors to the town. This event covers 6 blocks and requires over 400 volunteers. The Frisco BBQ committee and the Town of Frisco believe in partnering with and rewarding our local non-profits for different aspects of the event.

This packet contains the information for your organization to apply for event partnership for the Frisco BBQ Challenge. This application is designed for the Frisco BBQ committee to better understand your non-profits mission. The BBQ committee reserves the right to interview non-profits in order to make informed decisions and ensure the success of the partnership.

Please note that the Frisco BBQ committee will award a total of \$35,000 to our local non-profits in 2017. The non-profit partners selected will be awarded an amount up to \$10,000 each based upon the agreed responsibilities.

Please be sure to include all of the requested material at the time of application, incomplete proposals will not be considered. Thank you for all of the important work you do in our community – we look forward to reviewing your application!

Applicants will be notified of their next steps by February 17, 2017. Partnership agreements should be settled no later than February 27, 2017.

Deadline: 5 pm, Friday, February 3, 2017. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline – a postmark is not acceptable.

Questions: If you have questions, please contact:
Town of Frisco Event Manager– Nora Gilbertson: (970) 668-9132

SELECTION PROCESS:

Partners will be selected based upon the following criteria:

- 1) Your organization's mission aligning with the Frisco BBQ.
- 2) Your organization's benefit to the citizens of Frisco.
- 3) Your organization's ability to recruit volunteers.
- 4) Your organization's statement and ability to increase the attendance of the event.
- 5) Your organization's current funding from the Town of Frisco.

APPLICATION GUIDELINES

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

1. A complete application must be submitted by February 3rd, 2017. Please mail application to the Office of Special Events, Frisco Town Hall, P.O. Box 4100, Frisco, CO 80443 or deliver your 1 Main Street, Frisco, CO.

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. Agency mission statement
2. Description of the programs and activities your agency 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 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 15-17, 2017

All non-profits are invited and encouraged to come attend any of the meetings pertaining to BBQ in order to deepen their understanding and knowledge of the complexity of this event.

General Information

1. Each non-profit chosen will be required to have an organization representative to attend meetings. A typical meeting schedule will be once a month during work hours (9am-5pm).
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 the list of volunteer opportunities for the BBQ Challenge:

Volunteer Responsibilities

- Lead (Pit Boss) Volunteer for the Ticket Sales Booth
 - 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:
 - Requested to attend 2-4 training meetings prior to the event in May and June
 - Responsible for 6 hour shifts during the event (June 16-17, 2017)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the ticket booth

- Lead (Pit Boss) Volunteer for the 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 15-17, 2017)
 - TIPS Trained or able to receive TIPS training by June 15, 2017
 - 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 monthly meetings
 - Approx: 18 shifts of volunteer
 - Volunteers would be:
 - Organization Representative requested to attend 1 -2 meetings for Country Store Merchandising
 - Organization is responsible for merchandising and animating the Country Store
 - Requested to attend 2 training meetings prior to the event in May and June

- Responsible for four 6 hour shifts and six three hour shifts during the event (June 16-17, 2017)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth
- Non- Alcoholic Beverage 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 volunteer
 - Volunteers would be:
 - Volunteers requested to attend 1 -2 meetings for beverage Merchandising
 - Lead Volunteers and Organization Representative requested to attended 2 training meetings prior to the event in May and June
 - Responsible for six 6 hour shifts and six three hour shifts during the event (June 16-17, 2017)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth
- 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 volunteers on process and procedures
 - Approx: 13 lead shifts and 24 shifts of volunteer
 - Volunteers would be:
 - Volunteers requested to attend 1 training meeting prior to the event.
 - Responsible for five 6 hour shifts and eight three hour shifts during the event (June 16-17, 2017)
 - Upholding the financial and security procedures
 - 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 16-17, 2017
 - Volunteers would be:
 - Requested to attend 1 training meeting prior to the event.
 - Responsible for counting and verifying ticket turn in numbers