



FRISCO

COLORADO

2020 Town of Frisco
Application Information for
Non-Profit Event Partnership

Non-Profit Partnership at Frisco Events:

The Town of Frisco believes in partnering with and rewarding local non-profit organizations. Each year the Town of Frisco makes fundraising opportunities available to local non-profits that provide volunteers for different aspects of Town events. For 2020 these opportunities will include:

- Liquor sales at Frisco's Concerts in the Park and 4th of July celebrations
- Parade marshalling the 4th of July
- Ice cream and lemonade sales at the Historic Park's annual Founder's Day celebration
- Labor beneficiary for Make a Difference Day

These events are designed to meet the Town of Frisco's community and sustainability goals, as well as draw tourism and highlight Frisco's amenities. Included in this packet is detailed information about each event, specific volunteer responsibilities, and how to apply for partnership. The following information will outline the requirements for non-profit participation.

Colorado BBQ Challenge:

Given the very specific nature of the responsibilities and requirements of our non-profit partners during the BBQ Challenge, those opportunities now feature a first right of refusal clause. Assuming our existing non-profit partners perform acceptably, they will be given an option for partnership renewal in next year's event. Should an existing non-profit partner for the BBQ Challenge opt out of their partnership, we will reopen that particular opportunity and add it back to the application in the future. For 2020's event there are no available partnership opportunities.

Eligibility and Application Guidelines:

Who Can Apply:

Non-profit partners must be a 501 (c) (3) (6) or (7) in good standing with the IRS.

When To Apply:

Non-profit applications are available from January 6, 2020 – February 3, 2020 at Frisco Town Hall; 1 Main Street, Frisco, CO 80433, 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 Monday, February 3, 2020. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline on Monday, February 3, 2020 – a February 3, 2020 postmark and receipt of the application at a later date will not be accepted.
- Notification of participation will be no later than March 6, 2020.

Selection Criteria:

- 1) The non-profit's mission and how it aligns with the Frisco events
- 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 an event
- 5) Any past experience with the non-profit while they were part of the Frisco event partnership program

Questions: If you have any questions, please contact Nora Gilbertson–Town of Frisco Events Manager

4th of July–Liquor Sales

General Information:

Frisco's Fabulous Fourth of July will be held Saturday, July 4, 2020. The event includes a parade, music, and various activities before and after. Alcohol sales to the public will be from 10:00 a.m. to 4:00 p.m. on Main Street. The Town will not request a percentage of sales for this event. The non-profit will be able to keep all of the proceeds from this event minus liquor expenses.

Requirements:

1. Non-profit will be responsible for obtaining the liquor license permit for the event. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by March 31, 2020 along with their special event liquor license application. The Town will provide all maps and work with the non-profit to prepare the license.
2. The non-profit is required to obtain event liquor liability insurance listing the Town of Frisco as additionally insured. We require a \$1,000,000 per incident policy.
3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the alcohol, menu signage, and set prices. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for the wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule and supervise all volunteers for the liquor sales booth and ensure safe serving practices.

Volunteer Responsibilities

1. Provide an organization representative to attend meetings to discuss the hours, expectations and recap of the event.
2. All alcohol related volunteers must be over 21.
3. Lead volunteers – approximately 2 shifts of 4 hours for oversight of the booth

Volunteers:

- 8 volunteers for each shift from 10:00 a.m.-4:30 p.m. For example: 4 people from 10am-1pm and 4 people from 1pm-4:30pm.
- Need 1 representative on-site by 9:30am to stay until alcohol is secured and stored

Concerts in the Park–Liquor Sales

General Information:

The Thursday night Concert in the Park is a free concert series open to the public and held at the Frisco Historic Park Gazebo from 5:30 pm to 7:30 pm. The event draws approximately 300 to 500 people and will run Thursday nights (June 25-August 20, 2020).

Non-profits will be selected to vend during only one Thursday concert, but are asked to provide three preferred dates. Non-profits may also sell food and other items at this event in accordance with the Summit County Environmental Department health guidelines.

The bands are selected between April and May and will represent rock, bluegrass and Americana genres. Unfortunately, we are unable to provide the non-profit with the ability to pre-approve or select the band. The Town will not request a percentage of sales for this event. The non-profit will be able to keep all of the proceeds from this event minus liquor and food expenses. Food purchases and sales are at the risk/reward of the chosen non-profit.

Requirements:

1. Non-profit will be responsible for obtaining the liquor license permit for the event. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by March 31, 2020 along with their special event liquor license application. The Town will provide all maps and work with the non-profit to prepare the license.
2. The non-profit is required to obtain event liquor liability insurance listing the Town of Frisco as additionally insured. We require a \$1,000,000 per incident policy.
3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the alcohol, menu signage, and set prices. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for the wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule, and supervise all volunteers for the liquor sales booth and ensure safe serving practices.
6. The non-profit is required to promote the event to their supporters through email databases and posters (provided by the Town).
7. In order to raise additional funds, you may sell snacks and non-alcoholic beverages at your own risk/reward, which you provide.

Volunteer Responsibilities:

1. All alcohol related volunteers must be over 21.
2. One lead volunteer – approximately one shift from 4:30p.m.-8p.m. for oversight of the booth.
3. At least six volunteers from 5p.m.-8p.m.

4th of July–Marshalling Parade Course

General Information:

The 4th of July parade is a patriotic celebration that draws people from all over the country to line Frisco’s Main Street. The parade is complete with kids on bikes and floats with participants throwing candy to the crowd. The Town of Frisco is looking for parade marshals to help mitigate the risk of children running in front of vehicles in search of candy.

Volunteers would need to be on-site at 11:45 a.m. and stay for the duration of the parade, typically one-and-a-half to two hours. We realize that holidays are a difficult time of year to get volunteers, as many people are busy and traveling. In consideration, we are willing to split this task between two organizations if need be to get the required total number of volunteers.

Requirements:

Non-profit will be responsible for ensuring the safety of our guests at the parade by helping keep children and adults out of the parade route and from running in front of any moving vehicles, animals, marching bands or any other floats. Volunteers will also pick any candy off the street and hand it to children along the route.

Volunteer Responsibilities:

1. Volunteers must be 16 or older.
2. Volunteers must wear safety vests (provided by Town of Frisco) and be in place throughout the duration of the parade.
3. Volunteer shifts are from approximately 11:45 a.m.-2 p.m. 48 volunteers will be needed during that time, so it is likely that we could choose two non-profits.

Founders Day–Ice Cream & Lemonade Sales

General Information:

Founder’s Day is a celebration of the history of our mining town. Event participants enjoy a variety of entertainment, complete with gold panning and burro rides, all while indulging in two summer time staples–ice cream and lemonade! This celebration is a great way to raise both awareness and funds for your organization.

Requirements:

1. Non-profit will purchase and serve ice cream, lemonade, and any other pre-approved items.
2. Non-profit will provide their own cash box.
3. Non-profit will be able to put out a tip jar, brochures and any other organizational information.

Volunteer Responsibilities:

1. Volunteers must be onsite from 9:30 a.m. - 4:00 p.m. on Sunday, July 5, 2020. The non-profit will be able to break this into shifts, but must ensure at least two volunteers are present at all times.

Labor Beneficiary – Make a Difference Day

General Information:

Make a Difference Day is a nationally recognized event that celebrates volunteerism and community service by supporting local non-profit organizations across the county. In Summit County, each town pairs with a local non-profit and provides volunteers to help them accomplish a goal. We are looking for non-profit organizations that could benefit from having 10-20 volunteers help with a specific project. Tasks are at the discretion of the non-profit and have previously included general labor such as cleaning, painting, trail maintenance, organization, and light construction. Make a Difference Day 2020 will be in October on a Saturday that is yet to be determined.

Requirements:

1. Only non-profit organizations with a physical location and/or a project located in Frisco area will be considered for partnership in Frisco.
2. Organizations outside of Frisco may apply, but will have information forwarded to the Make a Difference Day representative from their town.
3. Non-profit organization will be asked to attend meetings leading up to the event.
4. Non-profit must have at least one representative attend a complimentary lunch in Frisco following the event.

Volunteer Responsibilities:

1. On the day of the event, at least two representatives of the non-profit must be on-site and available to help lead their project from 8:30am-12pm.
2. Non-profit will organize all day-of activities and come up with a plan for execution. Representatives from the non-profit will be responsible for delegating tasks for 10-20 volunteers to fill the three-hour time span.
3. Non-profit will provide any tools or equipment necessary to complete the project.

How to Apply:

Instructions:

To be considered for event partnership, please provide the required information below on an 8½” x11” document and complete the form that follows. When you have finished, print or attach the required information to the form and submit at Frisco Town Hall or email to NoraG@townoffrisco.com.

Due to the high number of applicants, if you are applying for liquor sales partnership during Concerts in the Park or 4th of July, we ask that you rank your top three volunteer opportunity dates for consideration.

If you are mailing your submission, we *MUST* receive your completed application by 5:00pm on February 3, 2020. A February 3, 2020 postmark and receipt of the application at a later date will not be accepted.



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Non-Profit Event Partnership Application

Organization: _____

Contact Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____

Please provide the mission statement for your non-profit:

How does your non-profit benefit the Town of Frisco? What programs and activities does your organization provide?

If selected, what ideas or capabilities does your organization have to increase the attendance and awareness of the specific event(s) applied for?

If applying for Make a Difference Day, please provide at least one paragraph explaining how utilizing volunteers from the event will benefit your organization:

If selected, you may be required to help staff a Zero Waste tent to help support the Town's sustainability mission.

I Understand

Past selection does not guarantee future selection. The selection process is competitive and organizations will be selected based on the submitted applications and past performance as part of this program (when applicable). A complete application must be submitted by February 3, 2020 at 5:00 p.m. Applicants for partnership must be tax exempt under the provisions of section 501 (c) of the Internal Revenue Code. Non-profits interested in liquor sale opportunities during Concerts in the Park or July 4th must be able to qualify for a Special Event Liquor Permit.

I Understand

Along with this application, please attach or provide a letter of good standing from the Colorado Secretary of the State.

I Understand

If you would like to be considered for liquor sales partnership during the following summer events:
Using (1, 2, 3) - Please rank your top three volunteer options in the box below.

Partnership - Summer Liquor Sales	
Event Opportunities:	Rank:
Concerts in the Park - June 25, 2020	
Concerts in the Park - July 2, 2020	
Concerts in the Park - July 9, 2020	
Concerts in the Park - July 16, 2020	
Concerts in the Park - July 23, 2020	
Concerts in the Park - July 30, 2020	
Concerts in the Park - August 6, 2020	
Concerts in the Park - August 13, 2020	
Concerts in the Park - August 20, 2020	
4th of July - Saturday, July 4, 2020	

Using (X) - Please select other event(s) you would like partnership consideration for.

Events:	Selection:
4th of July - Marshalling the Parade Course	
Founder's Day - Ice Cream and Lemonade Sales	
Labor Beneficiary - Make a Difference Day	

When complete, attach letter of good standing and submit no later than February 3, 2020 via:

Email:
NoraG@townoffrisco.com

Fax:
Attn: Nora Gilbertson
(970)668-0677

Mail:
Special Events
PO Box 4100
Frisco, CO 80443

In Person:
1 Main Street
Frisco, CO 80443