



The Delores Project
TRANSFORMING LIVES THROUGH
CREATIVE HOUSING SOLUTIONS

THIRD PARTY EVENT PROPOSAL

On behalf of The Delores Project, thank you for organizing an event to support women and transgender individuals experiencing homelessness. By hosting an event you can significantly increase the organization's presence in the community and help raise funds that directly support programs at The Delores Project.

THIRD PARTY APPLICATION

Please review these Third Party Fundraising Guidelines, complete the application, sign and submit the proposal for approval. **ALL INFORMATION MUST BE FILLED OUT TO BE CONSIDERED FOR APPROVAL.**

Name of Group/Organization: _____

Name of Primary Contact: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____ Contact Phone Number: _____

Name of event: _____

Date and Time of Event: _____

Location of Event: _____

Please describe the event and any fundraising components:

GENERAL EVENT INFORMATION

Will your event raise Funds Awareness Both

Event is: Open to the public Invitation only

Has the event taken place before: Yes No

PROMOTIONS & MARKETING

Will you use The Delores Project logo in your marketing materials? Yes No

Please note that use of The Delores Project logo must be approved in advance and the logo may not be distorted in any way.

How will the event be publicized?

FUNDRAISING BUDGET

Will proceeds be divided among other charitable causes? Yes No

The Delores Project will receive 100% net proceeds

_____% of the net proceeds will go to The Delores Project*

Percentage donation or divided donations must be **clearly communicated to donors.*

\$ _____ Total projected donation to The Delores Project

Additional information or special requests from The Delores Project?

THIRD PARTY EVENT POLICY GUIDELINES

Please review the following Third Party Guidelines. After reviewing these guidelines, please complete and submit for approval.

- **The Delores Project reserves the right to decline endorsement of an event if other non-profit organizations are beneficiaries and/or involved in the event without mutual agreement.**
- All event proceeds are to be remitted to The Delores Project within a month of completing the event. TDP is a 501(c)(3) public charity, therefore a charitable contribution made without return of goods or services qualify for the maximum charitable contribution deduction under the Internal Revenue Code. Our federal tax ID 20-1122039.
- After reviewing this application The Delores Project will communicate ways it can support your event. Some possibilities may include:
 - Promotional support via our current marketing efforts
 - Organizational collateral
 - Letter of support to validate your events
 - Organization logo (must adhere to graphic standards)
 - Donor receipts so long as donor information is provided and gifts are made directly to TDP
 - Recognition of event via website and social media
 - Efforts to secure staff or volunteer presence, **but can never guarantee.**
- The Delores Project **cannot provide** the following;
 - Financial support or in-kind resources
 - Sponsorship outreach or leads
 - Liability insurance

*****The Delores Project's participation in the requested event is not guaranteed until this form is fully executed by both parties.*****

THE ABOVE GUIDELINES HAVE BEEN READ AND AGREED TO BY:

Signature: _____ Date: _____

Signature: _____ Date: _____
The Delores Project

Please send completed and signed application to: Cassandra Cordova
Email: Cassandra@thedeloresproject.org Phone: 303-534-5411 ext. 109