



## 2019 St. Patrick's Day Parade Beneficiary Application

*Thank you for your interest in the Lawrence St. Patrick's Day Parade!* For over 30 years, the Lawrence St. Patrick's Day Parade Committee has been dedicated to helping children's charities in the Douglas County area.

**Applications are due (by email or hard copy) by 5:00 pm July 25, 2018.  
Finalists will be contacted August 8<sup>th</sup> and are asked to make a presentation to the Committee on Tuesday, August 14th.**

**If chosen as a 2019 beneficiary, we ask that your charity actively participate in the promotion of St. Patrick's Day charity functions, attend those functions, assist with identifying potential contributors and display overall enthusiasm for our cause. See more about this on the attached page.**

**Mail or email application to:**

Mary Murphy - Beneficiary Coordinator

P.O. Box 1702

Lawrence, KS 66044

(785) 979-8889

[murphy9295@gmail.com](mailto:murphy9295@gmail.com)

OR

[info@lawrencestpatricksdayparade.com](mailto:info@lawrencestpatricksdayparade.com)

**Name of Organization:**

**Service Location:**

**Mailing Address:**

**Contact Person(s):**

**Address:**

**Phone: (Day)**

**(Evening)**

**(Cell)**

**E-mail:**

**What is your organization's primary function/mission?**

**Who do you primarily serve? What percentage of your service recipients are under the age of 18?**

**How are you currently funded? Please list your top three sources of funding (i.e. public funding, individual contributions, United Way, etc.)**

**Are you currently a not-for-profit (what is your IRS designation)?**

**How many full and part-time staff do you employ?**

**How many volunteers, (if any) assist in your organization?**

**Please attach a list of your Board/Executive Committee.**

**Have you applied to be a beneficiary before, if yes, how many times? Have you received funds from the St. Patrick's Day Parade Committee before, if yes, what years?**

**In a brief statement, please provide the following information. This is your chance to share your mission, your needs, and your ideas with the committee.**

- Why does your organization need funds from the Lawrence St. Patrick's Day Parade?
- What are your immediate funding needs and how will they be utilized?
- If the sky were the limit, how would your organization use additional funds to expand and grow?
- How will you assist in promoting our fundraising events, up to and including the parade?

**How did you hear about this grant application?**

## **WE CAN'T DO THIS WITHOUT YOUR HELP.**

The Lawrence St Patrick's Day Parade Committee cannot raise money without your help. We need and expect our beneficiaries to roll up their sleeves, jump in and work with us to raise this money. Yes, it is a lot of work, but we have fun doing it. We need you to call upon your friends, co-workers, business connections, charity board members, charity volunteers, recipients, the guys next door and anyone else you can think of. We need lots of volunteers to attend our various events, as well as to work the events. And of course, we need donated items for these events.

### **Meetings:**

- At least one or two representatives from your organization need to be present at all of our weekly meetings in order to pass important information on to others. It doesn't have to be the same representatives each week...but it is helpful because your representatives will be up to date on all issues and discussions.

### **Working Events:**

- We need volunteers to work our fundraising events. You'll be given all the dates in the early fall. Some events require lots of volunteers and some may only need a few. Each Event Chair will announce what type of help they'll be needing. Jobs at an event can range from setting up ahead of time, selling t-shirts/items during the event, helping participants as they arrive, running a game or drawing during an event, and finally cleaning up at the end of an event. Again, it doesn't always have to be the same volunteers working all our events, so reach out to your contacts and divide up the dates of events.

### **Donations:**

- We need donations. All sorts of donations. We need items that can be given away as prizes at our various events. We need items for the auction. Items can range from a store's \$10 gift certificate all the way to weekends in a vacation home. There is no limit to your imagination of what a donation could be!!! So start thinking about your contacts and how they could help.
- Everyone is encouraged to bring in donation items. But if you know a particular energetic personality that would be good at this task – we need a few volunteers to help take the lead in collecting donations. Even though these volunteers will be our front line for collecting donation items. They don't need to worry, it's not a bunch of cold calling; we have a list of regular donors. We do ask each charity to provide at least one person in this role– and more are always welcomed. Plus there are some fun surprises for these folks at the end of our year.

### **Promoting and Participating in Events:**

- We need lots and lots of participants! Use the network your organization already has in place along with your social media platforms to promote all of the events and to help find people who will enjoy actually participating in the event. The more folks who participate in our events – means the more money we raise. The more money we raise – means the more money you get next April!!