

**San Juan County Mayors' Ball for Charity
2018-2020 Charity Selection Application**

800 Municipal Dr., Farmington, NM 87401 • Telephone: 505-327-7701

Issue Date: July 1, 2016

ORGANIZATION NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

PRIMARY CONTACT: _____ TITLE: _____

TELEPHONE NUMBER: _____ FACSIMILE: _____

OTHER TELEPHONE: _____ EMAIL: _____

INCORPORATION DATE: _____ TAX ID NO. _____

The recipient organization will be notified in writing by **September 1, 2016**. Recipient selection will be based on the following criteria:

1. The organization must be a health/human services, arts, cultural or animal rescue nonprofit entity with a 501c(3) federal tax exempt status. Two or more organizations may submit a joint application.
2. The organization must have a physical office in San Juan County, New Mexico for the 3 years preceding this application.
3. The organization must have articles of incorporation and by-laws filed with the State of New Mexico.
4. The organization must have a full time San Juan County based volunteer board of directors comprised of at least five (5) members.
5. The organization must receive at least 20% or \$50,000 (whichever is less) of its annual budget from charitable giving.
6. Proceeds from the Mayors' Ball for Charity shall be used to further the mission of the recipient organization and benefit its constituents in San Juan County, NM. Funds may not be used for advocacy or lobbying.
7. The selected organization(s) will be responsible for planning, organizing and facilitating the Charity Ball and may be required to work with a third party. All expenses associated with the Ball will be incurred by the recipient organization and may include third party fees. The selected agency will be responsible for assisting the next agency in transitioning.
8. Any organization selected as a recipient in the last six (6) years is ineligible to apply.
9. Completed applications should be addressed to "San Juan County Mayors' Ball for Charity" and must be received in the Farmington Mayor's office at the address above no later than 5:00 PM on Friday, August 12, 2016.

A complete application shall include one original and four (4) copies of the following:

- a. This signed certification page;
- b. A copy of the organizations mission statement, list of board of directors with mailing addresses and a copy of the IRS tax exempt determination letter;
- c. A copy of the New Mexico Certificate of Incorporation or Certificate of Good Standing;
- d. A copy of the organization's current year budget;
- e. A proposal narrative which should include (responses should not exceed 2 pages in total and should be typed, single-spaced and use 12-point Times New Roman font):
 - i. A brief summary of organizations history.
 - ii. A description of the program(s) and its beneficiaries.
 - iii. A brief description of the planned use of proceeds from the Ball.
 - iv. If this is a joint application please include a certification page for each organization and a brief description of how the proceeds will be split.

CERTIFICATION: I hereby certify that the above named organization meets and agrees to the eligibility criteria as herein stated.

Signature/Title: _____ Date: _____