



Sonoma Valley Harvest Wine Auction Weekend Prospective 2008 Charity Partner Proposal Guidelines

The Sonoma Valley Vintners and Growers Foundation (SVVGF) is now accepting applications for grants for the 2008 Sonoma Valley Harvest Wine Auction Weekend. If you are a nonprofit organization for children, education or health care and benefit the residents of Sonoma Valley, you are welcome to apply. Listed below are the guidelines for the grants. You will be required to sign an agreement stating your organization will not produce or participate in a fundraiser 30 days before or after the Harvest Wine Auction Weekend.

In order to assist the SVVGF Board of Directors in evaluating your request, you must provide the following information in your proposal package. You are also required to turn in **14 COPIES** (for each of the SVVGF Board Members) of your proposal or your charity will not be eligible for review.

Documents:

- A. Copy of the organization's 501(c)3 non-profit status
- B. List of your Board of Directors and/or officers and their professional affiliation
- C. Purpose of the Organization
- D. Geographic area served by the organization
- E. Number of people served within each geographic area
- F. Copy of your prior year Profit and Loss Statement
- G. Copy of your year-to-date Profit and Loss Statement
- H. Copy of your year-to-date Balance Sheet
- I. Source of Current Revenue - list all sources of funding and the amounts including the value of any in-kind donations

The Funding Proposal should include:

- A. The amount of money requested
- B. A description of the project or equipment (item) needed:
 1. The goal of this project or item
 2. What will change if this project is successful or if the item is purchased
 3. Why was this project or item chosen over the others
 4. State whether this is a request to support (a) a new program activity or direction, or (b) a continuation of basic program services. If it is for a new program activity/direction, then please explain why this request is necessary relative to support for the on-going program activities
 5. The people or groups your organization expects to be served by this project or item
 6. The geographical area you expect to serve by this specific project or item
- C. Include a detailed budget as it relates to this specific project or item
 1. Indicate any additional sources of funding for this specific project or item
- D. What assistance can your organization bring to the Sonoma Valley Harvest Wine Auction
 1. Selling of tickets, promotion of event weekend, public relations and auction lot procurement
 2. Number of volunteers, specific areas of expertise or abilities (computer skills, heavy lifting), etc.
- E. How does your organization intend to help publicize the Sonoma Valley Harvest Wine Auction before and after the event, specifically?

Deadlines & Schedule:

- A. All Proposals should be received by the Sonoma Valley Vintners & Growers Foundation (SVVGF) no later than December 14, 2007. Office is located at 783 Broadway, Sonoma.**
- B. The SVVGF Board of Directors will review all proposals at their December Board meeting.
- C. Selected Charity Partners may be asked to make presentations to the SVVGF Board of Directors.
- D. Organizations will be notified by mail whether they have been selected to be a 2008 Sonoma Valley Harvest Wine Auction Weekend Charity Partner.
- E. Charity Partners will receive their contracts from the SVVGF Board of Directors by January 18, 2008.