



ALLOCATION GUIDELINES

A. Allocation Eligibility and Application Requirements

1. Preference will be given to organizations servicing or operating within the boundaries of the Bodega Bay Fire Protection District and/or Bodega Bay Fire Ambulance Zone as of the year of the Festival.
2. Funds will be allocated only to charitable, tax-exempt 501(c)(3) organizations, local community service organizations, or schools. Supporting documentation must be included with the application, unless previously submitted and on file with the Fish Fest Committee.
3. Funds will not be given to political organizations or events, or organizations which a majority of the Fish Fest Committee considers to not be in the best interest of the community.
4. Allocations may not be used to fund local school scholarships, capital building programs or operational expenses (e.g. salaries, day to day overhead, maintenance).
5. Allocations must be spent within 12 months or no new allocation will be made.
6. Please bring completed application to the Allocation Meeting on **Wednesday, January 16, 2019** (Bodega Bay Firehouse at 7PM). If a representative of your organization is unable to attend, submit via fax (707) 875-2952 or email to shonaweir@mac.com by **February 1, 2019**.
7. The allocation application must contain a brief accounting of how the last allocation was used. No new requests will be considered without such explanation.
8. Organizations requesting allocations shall make a brief presentation to the Fish Fest Executive Board and membership at the **January 16, 2019 meeting at the Bodega Bay Firehouse at 7PM**. The presentation shall provide an overview of the organization's mission and its proposed allocation request.

B. Allocation Approval Process

1. No presiding officers of any organization requesting an allocation shall serve on the Allocation Committee. The Allocation Committee shall consist of the Fish Fest Executive Board and at least two members at large appointed by the Executive Board.
2. The membership at large will ratify the allocation recommendations made by the Fish Fest Executive Board.

PO Box 576, Bodega Bay, CA 94923 • bodegabayfishfest@gmail.com

The Bodega Bay Fisherman's Festival is a 501 (c) (3) California nonprofit charitable organization.

BODEGA BAY FISHERMAN'S FESTIVAL ALLOCATION APPLICATION

(PLEASE TYPE OR PRINT NEATLY IN BLACK INK)

Please bring this completed application to the Allocation Meeting (Bodega Bay Firehouse) on **Wednesday, January 16, 2019**. If a representative of your organization is unable to attend, submit the application via fax (707) 875-2952 or email to: shonaweir@mac.com by **February 1, 2019**.

NAME OF ORGANIZATION _____

Address _____

LEAD CONTACT

Name _____

Phone _____ E-mail _____

MISSION STATEMENT OR PURPOSE OF ORGANIZATION

ALLOCATION REQUEST

Total Request \$ _____

List or briefly describe items to be funded by allocation and identify approximate amounts requested for each (attached sheet, if necessary):

What are your other sources of funding?

PREVIOUS ALLOCATION

Total Received \$ _____

Provide a brief accounting of how previous allocation was used (attached sheet, if necessary)

ORGANIZATIONAL STATUS

Documentation to support charitable, tax-exempt 501(c)(3) status is:

attached on file with Fish Fest Committee.

