



## Allocation Guidelines for the 2022 Annual Bodega Bay Fisherman's Festival

### 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 submit completed application prior to the allocation meeting on Wednesday, January 26 to [shonaweir@mac.com](mailto:shonaweir@mac.com). Final deadline for submission is February 1.
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. Please print (black ink) or type your application for clarity.
8. Organizations requesting allocations shall make a brief presentation to the Fish Fest Executive Board and membership at the January 26 meeting at the **Bodega Bay Grange Hall, 1370 Bodega Ave.** at 7PM (available on Zoom if needed). 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.

# ALLOCATION APPLICATION

Please submit completed application to [shonaweir@mac.com](mailto:shonaweir@mac.com) a.s.a.p. Final deadline for submission February 1, 2022.

PLEASE TYPE OR PRINT IN BLACK INK.

NAME OF ORGANIZATION \_\_\_\_\_

Address \_\_\_\_\_

LEAD CONTACT \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

MISSION STATEMENT OR PURPOSE OF ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ALLOCATION REQUEST \$ \_\_\_\_\_

List or briefly describe items to be funded by allocation and identify approximate amounts requested for each (use attached sheet, if necessary). What are your other sources of funding?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREVIOUS ALLOCATION RECEIVED \$ \_\_\_\_\_

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

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\_\_\_\_\_

\_\_\_\_\_

ORGANIZATIONAL STATUS

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

attached  on file with Fish Fest Committee.

# ALLOCATION APPLICATION

NAME OF ORGANIZATION \_\_\_\_\_

ALLOCATION REQUEST (Additional Comments):

PREVIOUS ALLOCATION (Additional Comments):