



Allocation Guidelines for the 2024 Annual Bodega Bay Fisherman's Festival

A. Allocation Eligibility and Application Requirements

1. Preference will be given to organizations servicing or operating within the greater Bodega Bay Area 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.** (We are updating our files. Please attach your documentation.)
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 other awards or 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 to shonaweir@mac.com or FAX 707-875-2952 or drop off at Business Services Unlimited, 1400 Hwy 1, Pelican Plaza, Bodega Bay CA 94923. **Final deadline for submission is January 10, 2024.**
7. The allocation application must contain a detailed 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 in **January 2024, exact date and place to be determined in Bodega Bay** (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 a.s.a.p. Final deadline for submission **January 10, 2024**.

PLEASE TYPE OR PRINT IN BLACK INK.

NAME OF ORGANIZATION _____

Mailing Address _____

LEAD CONTACT _____

Phone _____ E-mail _____

MISSION STATEMENT OR PURPOSE OF ORGANIZATION: _____

ALLOCATION REQUEST \$ _____

List and clearly describe items/projects/activities/photos to be funded by allocation (use additional pages as needed).

Provide a detailed budget outline identifying how allocation will be dispersed (use additional pages as needed).

Provide a detailed list of other funding sources and funding amounts (use additional pages as needed).

PREVIOUS ALLOCATION RECEIVED \$ _____

Provide a detailed accounting of how your **previous allocation** was used (use additional pages as needed).

ORGANIZATIONAL STATUS

PLEASE PROVIDE DOCUMENTATION TO SUPPORT CHARITABLE, TAX-EXEMPT 501(C)(3) STATUS.