

# ***Suitcase Party Fund Raising Opportunity***

## **GUIDELINES AND APPLICATION**



*Empowering non-profit organizations nationwide to generate essential funding via world travel*

**Presented to you by  
River Park Travel**



***Application must be postmarked by April 10, 2015 in to make deadline of April 15, 2015***

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## **Program Overview**

**Introduction:** The purpose of the Suitcase Party is to meet the critical of local nonprofits by providing addition funding for the organization in a fun way, without putting addition fund raising stress on the chosen charity. Preference will be given to projects that provide community-based services in the area in which River Park Travel has on office or agents.

**Eligible Applicants:** Incorporated nonprofit organizations located in Central California, the Central Coast California, Washington DC, Chicago Illinois, Portland Oregon, and Des Moines, Iowa.

**Funding:** Funds raised from this event must be for specific needs and not for organization expenses or operating costs.

**Application Deadline:** Next round of applications must be postmarked on or before April 10, 2015. Faxed or emailed applications have until noon on April 15<sup>th</sup>, 2015.

**Notification:** Notice of recipient will be published on [www.riverparktravel.com](http://www.riverparktravel.com) website and River Park Travel social media sites on April 20<sup>th</sup>, Recipient will also be notified via telephone on that date.

**Payments:** Payment to recipient will be made within 60 days of the Suitcase Party event, after all expenses related to the event have been settled.

**Reporting:** A report regarding how the event funds where spent is requested within one year of the event. Failure to report spending may result in being removed from future fundraising consideration.

**Mailing Address:** Send your fundraising request to:

River Park Travel  
7468 N. Fresno Street  
Fresno CA 93720

Attn: Suitcase Party

The electronic copy may be submitted to: [craigm@riverparktravel.com](mailto:craigm@riverparktravel.com)

**Inquiries:** Please direct questions regarding the program to our email address. No phone calls please, as we are very busy serving our clients during business hours.

## **Administration**

**Administration:** If chosen for a Suitcase Party Fundraiser. We will request that you assign a lead employee to work with us directly. You will be required to send out invitations to your donors, place the event on your calendar of events page, share the event on your website and social media platforms. And send press releases to your local media regarding the fact that your organization has been awarded this fund raising opportunity.

## **Eligibility**

**Eligible Applicants:** Nonprofit organizations, incorporated and qualified under Internal Revenue Code 501(c)(3), are eligible to apply. Public entities, such as cities, counties, and school districts, may serve as a sponsor for a project, but may not apply for funds directly.

**Eligible Projects:** All projects and/or special needs of an organization may be considered. The Suitcase Party is not intended to fund salaries, rent, utilities or other standard operating expenses. The Suitcase Party Fundraiser will give preferential consideration to projects that can be completed within a year and scaled to be completed with the funds raised during the event (avg. 10 – 20 K). Event consideration also granted to ongoing projects that require continuous monetary support such as programs for youth, pets, veterans, etc. Or projects that are historic, cultural in nature, or preservation related.

## **Proposal Application Procedure**

**Proposal Instructions:** Proposals must include all the following in the order listed:

1. **Request for Consideration Form** signed by the applicant's authorized representative.
2. **Organization Narrative** (no longer than two pages plus attachments) describing your organization and your mission statement, plus the following:
  - Goals of the organization
  - Benefits your organization provides to the community
  - Last Fiscal Year Balance Sheet
3. **Proof of applicant's or, if applicable, sponsor's nonprofit status** (IRS 501(c)(3) determination letter). One copy of this document suffices.

Submit no later than Noon on April 15<sup>th</sup>, 2015 to:

River Park Travel / Attn: Suitcase Party  
7468 N. Fresno Street  
Fresno CA 93720

The electronic copy may be submitted to: [craigm@riverparktravel.com](mailto:craigm@riverparktravel.com)



## **Proposal Application Review**

Proposals will be evaluated by a River Park Travel Review Team. They will be looking for and considering all of the following in the decision making process:

- Is the request presented clearly and concisely? Have all required forms and data been submitted as requested?
- Is the organization a 501 C-3?
- Does your organization respond to significant needs and conditions in the community?
- Does your organization host other events, and are they significantly supported by your volunteers and donors?
- Does your organization have the experience to carry out the scope of work proposed?



# Suitcase Party Fundraiser

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## Request for Consideration

River Park Travel  
Attn: Suitcase Party  
7468 N. Fresno Street  
Fresno CA 93720

**Organization:** \_\_\_\_\_

**Project Title or Need:** \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ County: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Authorized Representative: \_\_\_\_\_

Authorized Representative Title: \_\_\_\_\_

Is the applicant an incorporated 501(c)(3) nonprofit?  Yes  No Year Founded: \_\_\_\_\_

Briefly describe your organization's mission, goals, programs, and recent accomplishments. Please include your activities related to urban forestry.

Summarize a project or need (in 100 words or less) funds raised by a Suitcase Party would be used towards.

Please give us an example of one of your current fundraisers. Include: If it is an annual event, the number of attendees, and the avg. net amount raised from the event.

By signing below, the applicant’s representative certifies the following: “I have been designated by the governing body of my organization (i.e., board of directors or similar body) to act as the authorized representative of the applying organization; I have read and understand all sections of this application packet and certify that the information presented in the attached grant proposal is accurate. I agree to comply with all requirements set forth in the grant guidelines, and I understand that failure to comply with reporting requirements will result in forfeiture of grant moneys.”

\_\_\_\_\_  
*(Signature of applicant’s authorized representative)*

\_\_\_\_\_  
*(date)*

*(A sponsor’s signature is required only if applicant is not an incorporated nonprofit organization.)* The sponsor’s representative certifies the following: “I am an authorized representative of the sponsoring organization. I have reviewed and approved the attached proposal and agree to be bound by the grant guidelines, generally, and the sponsorship requirements, specifically. I understand that failure of the applicant to comply with reporting requirements will result in forfeiture of grant moneys.”

\_\_\_\_\_  
*(Signature of sponsor’s authorized representative)*

\_\_\_\_\_  
*(date)*

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