



# *Fairfield Christmas Tree Festival, Inc*

## **Beneficiary Application**

The Fairfield Christmas Tree Festival, Inc., a non-profit organization, was founded in 1981 by a group of women who were concerned about the increasing need for additional financial support for area non-profit agencies and their extremely worthwhile and effective community services. Our goal is to not only be a vehicle to raise funds for the annual non-profit recipients, but also to provide an exciting community Christmas event for all to participate in and enjoy.

Each spring, the Festival Board performs an in-depth research of applicants to choose an organization to be the beneficiary for the following year's festival. A smaller organization is chosen to benefit from the proceeds of a single event within the venue such as a Quilt raffle. Although the Festival Board will work closely with the chosen organizations and our dedicated volunteers, the selected larger organization is expected to plan, chair, and support that year's Christmas Tree Festival (see guidelines). The selected smaller organization will be given the opportunity to plan, chair, and profit from a single Festival event.

Before the Festival's Board of Directors can consider your organization, we ask that you review our Guidelines and complete the Application Form. You may submit additional information if you wish, but this form must be *fully* completed and returned by **May 14th** before our Project Review Committee can process your application.

Please return application to:

**Fairfield Christmas Tree Festival, Inc**  
**c/o Moira Rachel**  
**55 Cider Mill Road**  
**Fairfield, Connecticut 06824**

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## **Beneficiary Application**

1. **Legal Name of Organization:** \_\_\_\_\_
2. **Year Organized:** \_\_\_\_\_
3. **Address:** \_\_\_\_\_
4. **Telephone/Fax:** \_\_\_\_\_
5. **Name & Title of Paid Staff Head:** \_\_\_\_\_
6. **Name of Officers & Board of Directors of Organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **General Objectives of Organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. **Current Programs & Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **Projects for Which Funds are being Sought:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. **Are you a 501c3 Organization?** \_\_\_\_\_
11. **Financial Information (please attach) – i.e. your Current Financial Statement, other Sources of Funding, your Current Operating Budget**
12. **Proposed Festival Chairperson(s):** \_\_\_\_\_

*I hereby certify the above information to be complete and true to the best of my knowledge and belief.*

**Signature (Officer or Board Member):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_



# *Fairfield Christmas Tree Festival*

## **Beneficiary Application Guidelines**

### **Purpose:**

The purpose of the Fairfield Christmas Tree Festival will continue to be not only a vehicle to raise funds for a Recipient Agency, but also to provide an exciting Christmas event for the community to participate in and enjoy.

The Fairfield Christmas Tree Festival Board of Directors will provide background information, general guidelines, as well as specific areas of responsibility. However, the entire planning of each Festival will be the responsibility of the Festival Committee and its' Chairperson(s) appointed by the Recipient Agency (see Committee List). The Board will appoint a Board liaison to assist the Festival Committee. That person's job will be to help facilitate the event and answer questions on past and current festivals.

There are some areas of responsibility that should be clarified, as the Fairfield Christmas Tree Festival will continue to be **legally** and **financially** responsible for each festival.

### **Finance:**

The Fairfield Christmas Tree Festival Board Treasurer will collect and deposit *all* income from all areas of the Festival's activities. The Board Treasurer will also pay all bills after approval by the Fairfield Christmas Tree Festival Committee Chairpersons.

The Fairfield Christmas Tree Festival Board will provide up to **\$25,000.00** as a loan to the Festival Committee until underwriting and other funds start to be received for that year's Festival.

The Fairfield Christmas Tree Festival has a fiscal year starting **April 1<sup>st</sup>** and ending **March 31<sup>st</sup>** of the following year. Proceeds to the Recipient will be distributed by **March 31<sup>st</sup> of the year following the event.**

All expenses and income should be finalized by **March 1<sup>st</sup>** of the year following the Festival. At this time, all Festival Committee reports must be submitted to the Board Treasurer.

**Operations:**

The Fairfield Christmas Tree Festival Board must approve *all* price changes and dates for any venue, changes in the hours of operation of the Festival and must be consulted on any new concept being introduced into that year's event.

**The newly appointed recipient will be responsible for helping in the breakdown of this year's Festival (Sunday evening), so that they can see what inventory is left over and how these items and other supplies are packed and stored.**

**Operations continued:**

In addition, all Fairfield Christmas Tree Festival "**Board Members**" will be expected to assist in the Sunday evening breakdown and/or the Monday morning clean up. All conflicts should be brought to the attention of the Board Chairperson.

There will be no purchasing of inventory prior to the Preview Party and unless marked as "cash and carry" all inventory items will remain at the Burr Homestead for the duration of the Festival.

**Legal Requirements:**

The Fairfield Christmas Tree Festival Board will review and sign all contracts with the Burr Homestead, tent rentals company, etc. and will obtain the Connecticut Liquor License required for the Preview Party. The Recipient Agency and the Festival Committee will review and abide by all Town, Fire, and Police codes.

**Work Area:**

A staffed area or home is needed to receive shipments throughout the Festival year. In addition, the Recipient Agency and/or chairpersons may be required to secure a large heated work area for use by the decorating committee for a period of 4-5 months just prior to the Festival.

**Concept:**

The Fairfield Christmas Tree Festival Board will retain the concept of the Festival and will continue to sponsor it in future years. The Board must review all Festival events and aspects. Any new concepts must be approved by the Board.

The Festival Theme will be approved by the Board. The Fairfield Christmas Tree Festival Logo shall be used for all publicity relating to the Festival as well as the invitations, programs, posters and mailers, etc.



# *Fairfield Christmas Tree Festival*

## **Committee Listing**

**CHAIRPERSON(S)** -Appointed by the Recipient Agency and reports to the FCTF Board. Organizes all working committees.

**SECRETARY** – Appointed by Chairman

**BOUTIQUE**

**CHILDREN’S EVENT**

**CIDER**

**DECORATING CHAIR**

**HOSPITALITY**

**HOUSE OPERATIONS/CLEAN UP**

**INVENTORY**

**LIVE WREATHS**

**PATRONS/INVITATIONS**

**PROGRAM**

**PUBLICITY**

**PURCHASING CHAIR FOR DECORATING COMMITTEE**-Should be a Board member

**PREVIEW PARTY**

**QUILT RAFFLE** – At the discretion of the Board, the proceeds from this event may go to a qualified smaller agency and they shall be in charge of all aspects of the raffle –i.e. selling tickets, permits, etc.

**RENTAL**

**SANTA/SANTA’S PHOTOS**

**SIGNS**

**SILENT AUCTION/RAFFLE**

**STAFFING**

**TREE & WREATH DONATION ACQUISITION**

**TREE & WREATH STAGING FOR DONATIONS**

**UNDERWRITING**

Other activities have been done in the past such as a House Tour, a book signing, special exhibits, etc. The FCTF Board shall review all new concepts or activities.

Revised 4/09 JB