



## Slidell Heritage Festival 2019 Non-Profit Support Application

The 22nd annual Slidell Heritage Festival will be held on June 29, 2019 at the Slidell Heritage Park. The Festival is a project of the two Slidell Rotary clubs with presenting sponsorships by the City of Slidell and NOLA.com | The Times-Picayune. The purpose of this event is to provide an opportunity for the community to celebrate our nation's birthday and to provide funds for local charities.

### Criteria, Requirements and Expectations:

#### Non-Profit Criteria

1. The non-profit must be a recognized charity.
2. The non-profit must provide services in the Slidell area.

#### Application Process

1. The application process is two parts, both of which are mandatory: consent to the Requirements and Expectations (page 2) and completion of the Official Form (page 3).
2. **Deadline:** The application must be received by email by 5:00pm on January 28, 2019 or if mailed, postmarked no later than January 28, 2019.
3. **Email or Mail:** The application may be emailed to [snewton0959@earthlink.net](mailto:snewton0959@earthlink.net) or mailed to P.O. Box 3176, Slidell, LA 70459.
4. The selection committee will consider the charity's need, the purpose for which the funds will be used and prior selection as a participating charity.
5. The selection of the charities is at the sole discretion of the Slidell Heritage Foundation, Inc.

Applicant keeps this page.



Rotary Club of Slidell

Rotary Club of Slidell Northshore



**Heritage Festival: Requirements and Expectations of Charities Selected**

1. **Reception:** A charity representative must attend the reception in April 2019.
2. **Training**
  - a. There are two mandatory volunteer training sessions, one each in April and May.
  - b. Two representatives of each charity must attend each session.
  - c. The same two representatives must attend both training sessions.
3. **Communication:** Each charity must designate a single representative for all correspondence.
4. **Volunteer at Heritage Festival.**
  - a. **Service during Festival.** A successful Festival requires the manpower of many. The selected charities will be required to participate in the Festival by supplying volunteers for assigned duties, including (1) manning a soft drink booth or a beer booth, or (2) manning a gate and helping with setup and breakdown.
  - b. **Hours of Service**
    - i. The volunteer hours for the soft drink and beer booths will be from 2:45pm to 11:30pm.
    - ii. The volunteer hours for the charities chosen to man the entrance gates will be from 3:30pm to 10:00pm (manning gate) and 10:45 pm to Midnight to help breakdown.
  - c. **Makeup of volunteers**
    - i. The charities assigned to the **soft drink booths** must:
      1. man the booth with 6 volunteers, no more and no less, at all times, &
      2. have at least two men in the last shift capable of lifting heavy soft drink cartons, &
      3. use volunteers 14 years old or older.
    - ii. The charity assigned to a **beer booth** must:
      1. man the booth with 6 volunteers, no more and no less, at all times, &
      2. have at least two men in the last shift capable of lifting heavy soft drink cartons, &
      3. use volunteers 21 years of age or older.
    - iii. The charities assigned to the **entrance gates** must
      1. man the gate with 5 volunteers, no more and no less, at all times from 3:30pm to 10:00pm, &
      2. man the gates with volunteers 21 years old or older, &
      3. have three men capable of lifting heavy objects to help breakdown from about 10:45pm to Midnight.
      4. Provide three volunteers for 2 hours Saturday morning for set up.
      5. Provide three volunteers for 2 hours Sunday morning for final breakdown and transport to the storage unit.
    - iv. The Heritage Foundation will use its best efforts to accommodate the special needs of the chosen charities in making volunteer assignments. However, there is no guarantee. Each charity must be ready to serve in any of the above positions and by signing below, the charity is certifying that it will do so.
  - d. **Admission into Festival: All volunteers** must wear a shirt with the charity's logo on it. No exceptions. Volunteers who do not wear a shirt with a logo on it must pay to enter the Festival, with no exceptions.
5. **Post-Event**
  - a. At least one representative must attend a designated Rotary meeting to receive the funds awarded and be prepared to make comments lasting about 2 minutes.
  - b. **Final Report**
    - i. The selected charities will be required to submit a final report validating that the funds were used for the purposes for which awarded.
    - ii. The report is due no later than August 26, 2019 by email to [snewton0959@earthlink.net](mailto:snewton0959@earthlink.net) or mail to P.O. Box 3176, Slidell, La 70459.

I certify that I have read, understand and will abide by all the Criteria, Requirements and Expectations without exception.

\_\_\_\_\_

Date: \_\_\_\_\_, 2019

Printed Name: \_\_\_\_\_

Name of Charity: \_\_\_\_\_

Slidell Heritage Foundation Charity Application  
(Use separate sheet if additional space is needed)

Name of Organization: \_\_\_\_\_

Contact Representative: \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Total Annual Budget \$ \_\_\_\_\_

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

Address: \_\_\_\_\_

Tell us about your organization: date formed, purpose, those served, description of what you do, statistics on past services, etc.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What percentage of your community outreach benefits the Greater Slidell Area? \_\_\_\_\_ %

What will be the targeted purpose for any Heritage Festival funding received? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is the total funding needed for the targeted purpose? \$ \_\_\_\_\_

By signing below, I certify the above is true and accurate.

\_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_, 2019

Reminder: Make a copy of your signed Requirements & Expectations and the application form before submitting them.

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For use by Slidell Heritage Foundation, Inc. only:

Date and time received, if by email: \_\_\_\_\_

Date of postmark, if mailed: \_\_\_\_\_

Application signed: Yes  No

Requirements & Expectations signed: Yes  No