



Bikes, Blues & BBQ Charity Funding Guidelines

As the volume of requests for donations increases, the Bikes, Blues & BBQ Board of Directors has elected to make the donation request process more formal and requests that you observe the following guidelines when your organization requests funds. Thank you for your support.

Bikes, Blues & BBQ supports local charitable programs that fit within these focus areas:

- Youth Programs
- Public Education
- Community Outreach
- Cultural Enrichment

Geographical Focus

Donations are primarily limited to organizations located in Northwest Arkansas.

Eligibility

Bikes, Blues & BBQ makes donations to nonprofit, tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

All donation recipients agree to work with the Bikes, Blues & BBQ Board of Directors and staff to actively promote the rally's charitable donation mission. This may include, but is not limited to, media interviews, video taped testimonials or speaking opportunities on behalf of Bikes, Blues & BBQ.

Working in a volunteer capacity at the rally does not constitute a pledge by Bikes, Blues & BBQ to fund your organization.



Exclusions

Bikes, Blues & BBQ does not support the following:

- Organizations that are not designated tax-exempt by the Internal Revenue Service
- General operating support for federal charitable coalition member or umbrella organizations
- Direct donations to individuals
- Political candidates or organizations
- Religious organizations
- Capital and endowment campaigns
- Groups or organizations that will re-grant the Bikes, Blues & BBQ gift to other organizations
- Private schools
- Multi-year pledge requests

Deadlines and Other Procedures

Requests for donation proposals must be submitted by **October 21, 2011**. Site visits or interviews may be scheduled if the Board of Directors requires additional information once a proposal has been received for consideration.

All declined proposals will receive written notification. However, written notifications of receipt of proposals are not sent.

Please include nine copies of your request along with the original.

Proposals should be sent to:

Bikes, Blues & BBQ
PO Box 712
Fayetteville, AR 72702



Bikes, Blues & BBQ Donation Proposal Information

To ensure that all proposals are consistent, the following information is required. If the proposal has any missing elements, it will not be considered.

- A cover letter with the organizations name, street address (not post office box), phone number, email address, tax ID and contact person
- A brief statement of the organization's history, mission, goals, service area and constituents
- List of officers and board members
- A summary of the donation request
- A brief description of how the proposed program or project relates to the current focus areas of Bikes, Blues & BBQ
- A timetable for project implementation
- A budget for the proposed project, including other sources of financial support and grants committed or pending
- An operating budget for the past year, indicating percentages used for program administration, fundraising and general expenses
- Communications strategy and recognition of Bikes, Blues & BBQ support
- Copy of the nonprofit status exemption letter from the IRS
- A list of all donors, including support from the United Way or similar federated funds corporations, foundations and government sources