



P.O. Box 174, Fremont, CA 94537

January 2019

Thank you for your interest in the Candle Lighters. We are a non-profit volunteer organization (along with family and friends) who plan and operate the annual Ghost House each October in the Chadbourne Carriage House on Fremont Boulevard in central Fremont. Net funds from the Ghost House each year are used to fund the needs of other Tri-City (Fremont, Newark and Union City) non-profit organizations.

The need, not the size, of the organization requesting funds determines eligibility. We traditionally do not fund very small requests as there are many local organizations that are able to fill those needs. In general, the Candle Lighters do not fund proposals that only support a select few members of our community but prefer to fund proposals that have broader use by the community.

Criteria for proposal requests:

- All recipients must submit proof of non-profit status (exceptions are the cities of Fremont, Newark and Union City and the tri-city school districts)
- Funds must be an actual investment in building, land (owned by submitting organization) equipment, or a specific project. NOTE: salaries, personnel, scholarships, administrative costs, service contracts, design fees, standard office computers and peripheral equipment, disposables and/or consumables (such as school or office supplies, giveaways, brochures, etc.) and vehicles (cars, trucks, vans, etc.) will not be considered.
- Specialized computer systems and peripheral equipment will be considered at the discretion of the Candle Lighters Board of Directors.
- We will pay for reasonable (as decided by the Candle Lighters Proposal Committee) shipping charges, sales tax, installation and set-up.
- An organization that received funds may not apply for funds the following two years.
- Organizations cannot submit proposals in two consecutive years unless a request was not funded; either because of inadequate funds available or denial of the original proposal by the Candle Lighter Proposal Committee.
- **TWO COMPLETE BIDS ARE REQUIRED FOR ALL PROPOSAL REQUESTS.**
- Proposal requests can include a 4% cost increase by the vendor to accommodate possible future price increases during the proposal year.

Twenty (20) copies of our proposal must be received no later than April 15, 2019: Only the first 10 received will be reviewed by the Candle Lighters Proposal Committee. Please mail or hand deliver proposals to:

Maria Garnica ~ 33549 9th St., Union City, CA 94587

After review for completeness and adherence to Candle Lighter guidelines by the Proposal Committee, accepted requests are presented to the Candle Lighter Board of Directors for review. Proposal requests accepted by the Board of Directors are then presented to Candle Lighters Executive members for voting to determine the order in which proposals will be funded. The number of proposals funded in any given year is determined by the amount of net income from the current years Ghost House. Proposal requests approved but not funded due to insufficient net funds may reapply the following year with the same or a new request. Funds are available from the date of Presentation in January 2019 through September 1, 2019. **Funds are payable directly to the vendor upon presentation of original purchase orders or receipts and will only be disbursed for the exact items listed in the proposal request. There are no exceptions.** Funds not expended by recipients by September 1, 2019 will revert back to the Candle Lighters organization.

Please review attachments for important dates and additional information. ***Incomplete proposal packets will not be considered.***

Please feel free to contact me at (510) 938-1789 with any questions and/or concerns. I look forward to working with you on your proposal.

Maria Garnica
Parliamentarian

IMPORTANT DATES CONCERNING YOUR PROPOSAL

January	Proposal packets are available.
April 15th	20 copies of your proposal MUST be in the hands of the Candle Lighters Parliamentarian.
April	Proposals are reviewed by committee for completeness and adherence to guidelines.
May	Accepted proposals are submitted to the Candle Lighters Board of Directors for approval.
June	Approved proposals are submitted to the membership for voting on funding priority. Representatives from applying organizations must attend this meeting to assist in the presentation and to answer questions from members.
October	Ghost House opens! Organizations with accepted proposals are asked to offer time to help out while the Ghost House is open by working in our midway game booths.
January	Recipients are notified if their proposals will be funded. Presentation Luncheon - a representative from each receiving organization should attend this luncheon for the presentation of funds. One lunch will be provided at no charge. Additional lunches are \$25 each.

Additional info:

The Candle Lighters Proposal Committee consists of the parliamentarian and five (5) executive members. The Parliamentarian or her immediate family may not be personally affiliated with any group submitting a proposal.

The accepted proposals are voted on by the membership to rank the proposals for funding. The proposal voted number one (1) is funded first and so on down the line until funds run out. There is no partial funding of any proposal. If not enough funds remain when it is time to fund a given proposal, that proposal will not be funded.

Proposals not funded are NOT carried over to the next year. Groups may reapply the following year if they desire.

If for some reason a group does not submit the necessary paperwork to receive their funding by September 1st of the year the funds are awarded, the funds will revert back to the Candle Lighters organization.



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APPLICATION FOR FUNDS

**NOTE: 20 completed copies of this application are due no later than April 1.
You may use additional sheets as necessary and have attachments.**

Organization Name: _____

Organization Address: _____

Phone: _____ Fax: _____

Website Address: _____

Description of items required:

Amount requested: _____

TELL US ABOUT YOUR ORGANIZATION

Date Organization was established _____ Years of local service _____

Tax exempt status:

Federal Yes No Federal Certificate number _____ Date _____

State Yes No State Certificate number _____ Date _____

If **NO**, please explain.

Are your finances audited annually? Yes No Date last IRS tax filed _____

Are you a member of United Way, CHAD, or similar fund drive? Yes No

If yes, name fund(s) _____

Frequency of Board of Directors meetings _____

Name of President/Manager/Director: _____

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Number of employees on payroll: _____

Number of volunteers: _____

What area does your organization serve? _____

How is your organization advertised in the community?

When is the best time to visit your facility?

Have you requested funding from other sources this year? Yes No

If yes, please specify purpose of funding and amount requested.

What organizations have funded you in the last three years?

Organization	Address	Phone No.

What percentage of your annual budget is applied to administration or fundraising costs for your organization?

Describe the services and activities of your organization; i.e., counseling, occupational therapy, education, etc.

How many tri-city community members will you serve throughout the year?

Have you been funded by The Candle Lighters before? Yes No

If yes, when _____ Amount _____

Briefly describe the project.

TELL US ABOUT YOUR PROPOSED PROJECT

How will your project benefit the tri-city community?

Explain how the funding of this proposal will benefit your client:

Indicate how and when your organization plans to spend funds for this project. Include, as appropriate, sketches, pictures, brochures, pamphlets, etc.

Please submit an itemized budget. **At least (2) formal, original bids** should accompany this budget. The lowest bid may be approved at the discretion of the Candle Lighter Board. If you chose one of the higher bids, please explain why. Only listed items will be funded. No exceptions.

Please submit a brief paragraph describing this proposal, amount, item(s) requested, etc., for publication in our membership newsletter. This paragraph should be no longer than 10 lines typed, single space.

Name of person submitting proposal _____

Signature _____ Date _____

Title _____ Phone Number _____

Fax Number _____ E-mail address _____

Name of Organization Manager/Director _____
(If school, principal)

Signature _____ Date _____

Title _____ Phone Number _____

Fax Number _____ E-mail address _____

If proposal is for a school, please fill out below.

Signature _____ Date _____

Title _____ Phone Number _____

Fax Number _____ E-mail address _____