

fundraising project application

All fundraising projects must be submitted to your Sports Program Manager/Associate for review and adhere to the following timeline:

- Up to 45 days before the project – Project coordinator (person conducting the fundraiser) submits application to his/her respective Special Olympics Minnesota Sports Program Manager/Associate for approval.
- Within five (5) working days – the Sports Program Manager/Associate will review the application for accuracy.* If approved, the Sports Program Manager/Associate will submit signed application to the Vice President – Development for approval.
- Within five (5) working days – Exec. Vice President of Development & Partnerships approves/
- disapproves* request and remits copy of application to Sports Program Manager/Associate and project coordinator.
- Within 45 days after project – Project coordinator submits “Fundraising Report” to the Sports Program Manager/Associate.

***Note: It is recommended that only 30 percent or less of income generated annually should be spent for costs incurred to raise funds. All 501(c)(3) nonprofits must adhere to this revenue/expenditure ratio.**

Special Olympics Minnesota will review the application and work with the area and/or local program to ensure the development of an effective and profitable fundraising project. In compliance with state, federal and Special Olympics, Inc. rules and regulations, use of any Special Olympics names, logo and marks for the organization or its events must have prior approval from Special Olympics Minnesota (see page 19 of the Communications Guide for the Use of Logo Application). The intent of the application is to cultivate a coordinated fundraising effort between the local, area and state programs as well as to ensure the proposed project is productive, legal and safe.

Project Title: _____

Date(s) of Project: _____ Target Group: _____

Location and City: _____

Organizations and Individuals involved: _____

Describe fundraising project: _____

Please enclose a sample of all materials and items (e.g., budget, flyers, or promotional materials).

Estimated dollars to be raised: _____ Estimated cost of project (explain): _____

Centralized account where the funds are to be deposited: _____

How will the funds be used? _____

Submitted by: _____ Date: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Please send completed form to:

Special Olympics Minnesota, 100 Washington Ave South, Suite 550, Minneapolis, MN 55401

Approved by Sports Program Manager/Associate

Date

Approved by Exec. Vice President of Development & Partnerships

Date