



CHARITYWORKS

TRANSFORMING NON-PROFITS AND THE LIVES THEY TOUCH

Selection

Two organizations will be selected as Partners for 2013. One of the organizations will have a focus on our military men and women and their families.

Partner Selection

The process used for selecting candidates to present to the Advisory Board will follow the procedures used successfully by members of the Partner Selection Committee in years past.

Advisory Board Final Selection

Four candidates will be chosen to present to the Advisory Board at the September 25, 2012 meeting. The Board will select the two partners for 2013.

Distribution of Funds

Candidates will be encouraged to request funding for a program up to \$250,000. We would also recommend that the proposed program shows ways it could be increased if the funding exceeds the anticipated \$250,000 goal. Any funds raised by CharityWorks will be distributed to the partners over a two year period. If recommended by the CharityWorks Advisory Board, a percentage of the proceeds may also be distributed to the two semi-finalists.

CharityWorks

Is a high impact organization creating

positive change in the community by uniting corporate leaders,

donors and volunteers to help break the cycle of poverty,

enhance local education programs and enable families

to overcome critical health issues.



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February 23, 2012

Dear Applicant:

CharityWorks is now accepting applications from qualified non-profits to be our 2013 partner. Completed applications must be delivered to CharityWorks by 3:00 p.m. on Tuesday, May 1, 2012.

We are a volunteer-led organization that unites corporate leaders, donors and volunteers in a dynamic partnership with high-performing non-profit organizations. Each year, we develop and implement cost-effective fundraising programs for our partners, and bring worthwhile opportunities for social investing to the attention of our donors.

For 2013, we are seeking two partners: a military charity that supports service members and their families, and a local non-profit that helps families and children in need in the Washington, D.C. metropolitan area.

CharityWorks holds two signature events each year: a 100 Point Vintage Wine Dinner in the spring and The CharityWorks Dream Ball each fall. The net proceeds of these fundraisers benefit our annual partners.

Over the past twelve years, our fundraisers have allowed us to make nearly \$13 million in grants to:

- Raised enough to provide more than 100 scholarships to military spouses and dependents
- Provided over 2,000 of DC's hardest-to-reach students the gift of inspired learning through meticulously crafted academic programs to DC's incomparable cultural resources
- Funded emergency assistance for 500 families of injured service members
- purchase 20 plots of land for Habitat for Humanity and build a home for a single mother and her daughter;
- fund 24 four-year college scholarships for foster youth through The Orphan Foundation of America;
- expand and open Everybody Wins literacy programs for 2,600 inner-city elementary school children in DC, MD and VA;
- finance the construction of a second campus for The Fishing School, an after- school and summer program on what *20/20* called "the worst street in America;"
- increase the impact of See Forever by helping to finance the construction of a second campus and to give 150 at-risk teens what *The NewsHour with Jim Lerher* called "their last shot at success;"
- increase Heads Up's after-school and summer programs in 10 of the most under-resourced neighborhoods in DC;
- expand Higher Achievement's programs which give middle school children a chance to attend top local high schools;

1320 Old Chain Bridge Road, Suite 310

(T) 703-286-0758 McLean, VA 22101 (F) 703-.286-0791

- support the award-winning programs offered by Center City Consortium which provide 2,700 elementary and middle school children with a first rate education, and
- build a Fisher House for families of patients receiving medical care at the Washington, DC Veterans Hospital;
- establish early learning centers of excellence at the Friendship Public Charter School.
- support LIFT-DC's program to chart a path out of poverty for struggling families
- provide emergency financial assistance to wounded warriors and their families

Each candidate is encouraged to request funding for a program requiring up to \$250,000. We also recommend that the proposed program show ways it could be expanded if the funding were to exceed the anticipated \$250,000 goal. Any funds CharityWorks raises in 2013 will be distributed to our partners and two semifinalists over a two year period, with the first disbursement expected to be made in February 2014.

*On Wednesday, April 4, 2012 at 10:00 a.m.,
CharityWorks is offering a briefing for non-profits
interested in applying to be our 2013 partner. Advance
reservations are required and may be made by sending
an email to charityworks@aol.com or by calling us at
703-286-0758.*

Applications are available on our website: www.charityworksdc.org. The application explains in greater detail the requirements for partnership.

Key dates are also listed.

APPLICATIONS ARE DUE TUESDAY, MAY 1, 2012.

We hope you will consider applying to be one of our partners.

On behalf of the CharityWorks Advisory Board we thank you for your participation.

Very truly yours,

Leah Gansler
CharityWorks Founder

Submit applications to: CharityWorks
1320 Old Chain Bridge Road, Suite 310
McLean, VA 22101
703.286-0758

Applications due by: 3:00 p.m. Tuesday, May 1, 2012

For questions: CharityWorks 703.286-0758
charityworks@aol.com

REQUIREMENTS:

Be tax-exempt under Sections 501(c)(3) or 509(a) of the Internal Revenue Code

- Must benefit children and/or families in the Washington Metropolitan area and focus on health, education or poverty reduction or must benefit military men and women and their families
- Have a track record of successful service for at least 2 years and not have an unsatisfactory rating by any recognized rating/evaluation service
- If selected as a CharityWorks 2013 recipient, applicant must be willing to allow CharityWorks to conduct a background check and to audit the proposed program at any time to ensure that funds are used in accordance with the partnership agreement
- Applicant's program must not discriminate on the basis of gender, race, or religion
- Must submit three copies of all information required in the application

EXPECTATIONS:

To be one of CharityWorks 2013 Partners, the organization must agree to:

- Comply with the Community Foundation of the National Capital Region fund requirements
- Acknowledge the partnership with CharityWorks in all publications, interviews, press releases, and public relations campaigns for the period from September 30, 2012 thru December 31, 2013
- Allow CharityWorks to acknowledge the partnership in all publications, interviews, press releases, and public relations campaigns
- Have one supporter join the CharityWorks Advisory Board for the year to help with fundraising efforts
- Participate actively in reaching out to secure sponsors for events, obtain items for the Dream Ball auction, and attend several meetings with CharityWorks members.

INFORMATION:

- A former CharityWorks partner may re-apply following a two-year waiting period from the year the organization was selected (for example, any organization that was a partner for 2010 or earlier may reapply to be the partner for the 2013 fundraising year). There are no such restrictions on non-partner organizations that received miscellaneous grants from CharityWorks.
- CharityWorks reserves the right to change the requirements at any time

SELECTION SCHEDULE:

	<i>Accomplished By:</i>	<i>Date</i>
Prospective Applicant Briefing Reservation is required to receive meeting location.	Prospective Applicants and CharityWorks Partner Selection Executive Committee	Wednesday, April 4, 2012 RSVP REQUIRED To receive Meeting details.
APPLICATIONS DUE No later than 3pm on May 1, 2012	Applicants	TUESDAY May 1, 2012
Selection of Semi-finalists	CharityWorks Partner Selection Committee	Thursday May 10, 2012
Semi-finalists Notified	Leah Gansler	Wednesday May 16, 2012
Site Visits to Semi-finalists	CharityWorks Partner Selection Committee	May and June 2012
Oral Presentations by Semi- Finalists	CharityWorks Membership and Semi-Finalists	Wednesday September 5, 2012
Oral Presentations by Finalists	CharityWorks Advisory Board and Finalists	Tuesday September 25, 2012
Partners Notified	Leah Gansler	Wednesday September 26, 2012
Partners Announced to the Public	Chairman of the Advisory Board	Saturday September 29, 2012 CharityWorks Dream Ball



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2013 PARTNER APPLICATION

NAME OF
ORGANIZATION:

CONTACT PERSON:

CELL PHONE FOR
CONTACT PERSON:

ADDRESS:

TELEPHONE NUMBER(S):

FAX NUMBER:

E-MAIL ADDRESS:

WEB SITE ADDRESS:

RECOMMENDED BY:

NAME OF CHARITYWORKS ADVISORY
BOARD MEMBER (ONLY IF APPLICABLE)

PLEASE ANSWER ALL QUESTIONS AND NUMBER YOUR ANSWERS TO CORRESPOND WITH THE QUESTIONS. FAILURE TO DO SO MAY DISQUALIFY THE APPLICATION. IF A QUESTION IS NOT APPLICABLE, PLEASE EXPLAIN. SUBMIT ONE ORIGINAL AND 2 COPIED SETS OF ALL INFORMATION REQUIRED IN THE APPLICATION. YOU MAY ATTACH BROCHURES OR SUPPLY OTHER SUPPORTING DOCUMENTATION THAT YOU BELIEVE WILL HELP US BETTER EVALUATE YOUR APPLICATION.

SECTION A: ORGANIZATION

1. Describe the organization's mission and goals.
2. Describe the organization's results over the last two years. Please be specific and provide concrete measurements of impact on your target population.

SECTION B: PROPOSED CHARITYWORKS PROGRAM

Describe the specific program, project or event you would like CharityWorks to fund. The program may cost up to \$250,000.

1. Please also include a brief description of how the program could be increased in case of additional funding.
2. Outline the ways the proposed services are life transforming and/or break a cycle.
3. Describe the target population, including the number of children and families to be served, and the geographic scope (percentage in DC, MD, and VA).
4. Provide detailed budgets, staffing, and timetables for the program.
5. Describe how the organization will recognize CharityWorks for the award.
6. CharityWorks' members also work on an annual community project. Please describe any opportunities for such a project at your organization. *Note that having a community service project is NOT a requirement for selection.*

SECTION C: FINANCE

1. Describe how the organization funds its programs. Please list any fundraising events that you regularly hold in the Washington metropolitan area and the types of donors who participate.

List any complaints, litigation and IRS audits in the last five years and describe the outcome.

2. Submit copies of the organization's last audited financial statement, the proposed 2012 budget and a copy of the International Revenue Service tax exempt certificate.

SECTION D: SUMMARY AND DISTRIBUTION OF FUNDS

Please submit a separate one page executive summary to include:

1. Organization's name
2. Organization's mission
3. Proposed program
4. A statement of why you believe a partnership with CharityWorks will benefit your organization and why you would be a good partner for CharityWorks.
5. Distribution of funds request (funds will be distributed over a period of two years beginning February, 2012). Be specific and include, for each year of the proposed program, the milestone to be reached in order for the funds to be released.
6. Signature of authorized representative and date.

If selected as a 2013 Partner, this page will be signed by CharityWorks and will become the agreement between the organization and CharityWorks.

CharityWorks, Founder

Organization / Authorized
Representative

- ❖ APPLICANT MUST BE TAX EXEMPT UNDER SECTION 501(C)(3) OR 509(A) OF THE INTERNATIONAL REVENUE CODE.
- ❖ THE PROGRAM MUST PROVIDE A MEASURABLE BENEFIT TO FAMILIES AND/OR CHILDREN IN THE WASHINGTON METROPOLITAN AREA OR BENEFIT MEMBERS OF THE U.S. ARMED FORCES AND/OR THEIR FAMILIES.
- ❖ A FORMER CHARITYWORKS' PARTNER MAY APPLY AFTER A TWO-YEAR WAITING PERIOD. THE WAITING PERIOD DOES NOT APPLY TO SEMI-FINALISTS WHO MAY HAVE RECEIVED A GRANT.
- ❖ THE APPLICANT'S PROGRAM MUST NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE OR RELIGION.
- ❖ A PARTNER IS EXPECTED TO BE ACTIVELY INVOLVED IN THE ANNUAL FUNDRAISING EFFORT WHICH INCLUDES OUTREACH EFFORTS TO POTENTIAL SPONSORS OF OUR TWO EVENTS. A PARTNER IS ALSO EXPECTED TO ACTIVELY SOLICIT AUCTION ITEMS FOR THE CHARITYWORKS DREAM BALL UNDER THE GUIDANCE OF THE CHARITYWORKS DREAM BALL AUCTION COMMITTEE CHAIR. PARTNERS ARE ALSO ASKED TO NAME A HIGHLY QUALIFIED REPRESENTATIVE TO THE CHARITYWORKS ADVISORY BOARD FOR THE DURATION OF THE PARTNERSHIP YEAR. PARTNERS MAY ALSO BE ASKED TO MAKE PRESENTATIONS TO POTENTIAL DONORS AND TO PARTICIPATE IN VARIOUS CHARITYWORKS MEMBER MEETINGS INCLUDING VARIOUS TASKS ASSOCIATED **WITH THE WINE DINNER OR DREAM BALL.**