



BLACK TIE DINNER

2010 BENEFICIARY APPLICATION GUIDELINES AND BENEFICIARY REQUIREMENTS

Black Tie Dinner, Inc. considers beneficiary applicants through a selection process. Simply meeting the criteria for eligibility does not ensure that an organization will be selected as a 2010 Black Tie Dinner beneficiary.

The Board of Directors review the detailed information each applicant provides, rating each on financial and organizational health and stability as well as on service to the North Texas GLBT community, including the quality and impact of its programs, services, and activities. In addition, the board considers the applicant's ability to meet the requirements of Black Tie Dinner participation and, for any prior year beneficiary, the manner in which the applicant met required expectations during the previous year or years. Finally, the Board may consider other factors it deems appropriate.

The 2010 Black Tie Dinner will be held on Saturday, November 6, 2010, at the Sheraton Dallas Hotel.

To complete the beneficiary application process, each applicant must:

- Verify the applicant meets the criteria for eligibility
- Review and acknowledge the beneficiary requirements
- Complete the beneficiary application, including providing all requested documents and information
- Sign the Beneficiary Requirements Acknowledgement Form
- Mail the Application

The completed Beneficiary Application must be received by mail no later than 5:00 p.m. on Friday, February 26, 2010 at the following address:

Black Tie Dinner, Inc.
Attention: Beneficiary Applications
4015 Lemmon Ave., Ste. 4001 PMB #321
Dallas, Texas 75219

Black Tie Dinner greatly appreciates each organization that takes the time to complete the application process. Please contact 2010 Community Relations Committee Chair, Ron Hill by e-mail at rhill@blacktie.org or by telephone 972-733-9200, ext 2 (Black Tie Dinner voicemail for beneficiaries) if you have any questions.

1. Verify the applicant meets the criteria for eligibility.

In order to be selected as a beneficiary, an applicant must meet the following eligibility criteria:

- The applicant must have current federal tax-exempt status as determined by the IRS.
- The applicant must provide significant service to the North Texas GLBT community.
- The applicant must use a majority of its funds for direct programs, services, or activities.

Please ensure that your organization meets all three of these basic criteria before continuing with the application process.

2. Review and acknowledge the beneficiary requirements.

Applicants must review and acknowledge that if selected as a beneficiary several requirements must be met throughout the year to maintain beneficiary status. Each beneficiary must:

- Assign a liaison to Black Tie Dinner.
- Support and promote the Black Tie Dinner in the public arena whenever possible.
- Attend certain Black Tie Dinner events throughout the year, including but not limited to:
 - Beneficiary Application Workshop on February 9, 2010
 - Beneficiary Orientation on April 8, 2010
 - Black Tie Dinner Launch Party on May 6, 2010
 - Volunteer Orientation on November 3, 2010
- Have a minimum of five Black Tie Dinner tables sold and affiliated to the organization. To accomplish this, Sponsors or Table Captains may affiliate their tables to a beneficiary. (Each Table Captain table has 10 seats at a cost of \$300 per seat.)
- Place a 2/3rd page color ad in the 2010 Dinner Journal at the retail price of \$800.
- Purchase a Black Tie Dinner raffle poster for exclusive use by the beneficiary with an approximate cost of \$100. The beneficiary will be responsible for replacing a damaged poster during the year.
- Sell a minimum of 25 Black Tie Dinner raffle tickets by no later than two weeks prior to the Dinner. Each raffle ticket costs \$100.
- Provide a minimum of 50 volunteer hours by no later than the week following the Dinner. This requirement may be fulfilled in one of two ways:
 - **Option 1:** Provide a minimum of 50 volunteer hours by the week following the Dinner.

- **Option 2:** At Beneficiary Orientation, designate one volunteer to assist with a Black Tie Dinner committee throughout the year PLUS provide a minimum of 30 volunteer hours by the week following the Dinner. As determined by the committee chair, the committee volunteer must attend committee meetings throughout the year and/or fulfill committee requests as assigned.
- **Note:** Please note beneficiaries are required to provide a minimum of;
 - Five volunteer hours the day of the Dinner (before 5:00 pm)
 - Ten volunteer hours the evening of the Dinner:
 - Five hours after 5:00 pm the evening of the Dinner
 - Five hours after 9:00 pm the evening of the Dinner
 - Ten volunteer hours the day following the Dinner.

3. Complete the beneficiary application, including providing all requested documents and information.

Each applicant must complete the *2010 Beneficiary Application* to be considered for beneficiary status. The Application is available for downloading from the Black Tie Dinner website at www.blacktie.org.

The Application is divided into a cover page and five sections. Each applicant must provide responses to all of the questions located on the cover page and in Sections I, II, III and IV. Space is provided after each question for the applicant's responses. In addition, applicants must provide, with the completed Application, all of the documents and information listed in Section V. ***Please do not include any additional information not specifically requested on the Application. Do NOT send pamphlets, brochures, photos, marketing materials or any other extraneous documentation with the Application.***

4. Sign the Beneficiary Requirements Acknowledgement Form.

An applicant's Executive Director, member of the Board of Directors, or an equivalent position must sign the *Beneficiary Requirements Acknowledgement Form* located on the last page of the Application. If the applicant is selected as a beneficiary, this acknowledgement will remain in effect and binding on the beneficiary throughout the entire year.

5. Mail the Application.

In an effort to keep the application process as efficient and objective as possible, Black Tie Dinner requests that each applicant return its completed Application and all required documents and information listed in Section IV, ***saved as one PDF file stored on a CDROM disk***. Black Tie Dinner prefers that applicants submit a single PDF file that begins with the completed Application and then includes the documents and information listed in Section IV in the order listed.

6. Payment for the 2010 Dinner Journal Ad and Raffle Poster.

Each selected beneficiary must pay a \$900 fee to Black Tie Dinner, Inc., and in addition;

- Provide a completed 2010 Dinner Journal ad form (forms will be available at the Beneficiary Application Orientation)
- Provide both low and high resolution logo's to be utilized at specific Black Tie Dinner events and promotion materials.

The fee covers the retail price (\$800) of a 2/3rd page color ad in the 2010 Dinner Journal and the approximate cost of a Black Tie Dinner raffle poster (\$100). ***This fee, form and logos must be delivered at the 2010 Beneficiary Orientation scheduled on April 8, 2010.***

- a check payable to Black Tie Dinner, Inc.; or
- for a credit card charge, a separate sheet with the following information:
 - credit card number
 - name on credit card
 - expiration date
 - billing address
 - signature of cardholder

Please contact 2010 Community Relations Committee Chair, Ron Hill by e-mail at rhill@blacktie.org or by 972-733-9200, ext 2 (Black Tie Dinner voicemail for beneficiaries) if you have any questions.



BLACK TIE DINNER

2010 BLACK TIE DINNER BENEFICIARY APPLICATION

Name of Organization:		
Mailing Address:		
Telephone Number:	Fax Number:	Web Address:
Please provide the name and contact information for the person who will serve as your organization's liaison to Black Tie Dinner, Inc.:		
Please provide a one paragraph description of your organization (no more than 150 words) and a condensed paragraph no more than 50 words. If your organization is selected as a beneficiary, Black Tie Dinner, Inc. will use this description in reference and marketing materials.		

Please answer all questions in Section I, II, III, and IV of this Application.
Attach the documents and information listed in Section V.

I. HEALTH AND STABILITY OF THE ORGANIZATION

- A. What is your organization’s Mission Statement?

- B. Please provide a brief (1 paragraph) statement summarizing the history of your organization.

- C. List the *percentage* of your organization’s total income from your last fiscal year and projected for this fiscal year from each of the following categories.

	<u>Last Year</u>	<u>This Year</u>
Grants/Contracts	_____	_____
Memberships/Donations	_____	_____
Earned Income	_____	_____
Other ¹	_____	_____

¹Please describe “other” income:

- D. What is the total number of individuals (or entities such as corporations) that contributes to your organization through paid memberships or donations per year?

- E. Planning.
 - 1. What formal planning process does your organization carry out and with what frequency is that done?

 - 2. List your organization’s long-term goals (up to three) and the timeframe for achieving them.

 - 3. List your organization’s two primary goals for 2010 and the timeframe for achieving them. Please be specific.

 - 4. What are the two most significant achievements made by your organization last year?

 - 5. What achievement was not made last year? Explain why and what actions (if any) relative to this your organization is going to take in the future.

II. SERVICE TO THE NORTH TEXAS GLBT COMMUNITY

- A. Describe in detail a specific need or needs that your organization has identified in the North Texas GLBT community.
- B. List three objectives that you have formulated to address this need or needs.
- 1.
 - 2.
 - 3.
- C. Describe up to three programs, services, or activities that you have implemented and are currently offering/providing to accomplish these objectives. Please include specific information (qualitative and quantitative, as applicable).
- 1.
 - 2.
 - 3.
- D. What percentage of your organization's clients participates in each of these programs, services, or activities?
- 1.
 - 2.
 - 3.
- E. What percentage of your organization's annual budget is spent on each of these programs, services, or activities?
- 1.
 - 2.
 - 3.
- F. How does your organization make the North Texas GLBT community aware of these programs, services, or activities?

III. ORGANIZATIONAL STRUCTURE

A. Provide the number of Staff, Board of Directors and Volunteers for your organization.

	Full Time	Part Time
Number of Paid Staff		
Number of Volunteers		
Board of Directors		

B. Describe some of the positions held and/or services provided by volunteers for your organization:

C. Provide the percentage of the Staff and Board of Directors self-identified as GLBT:

	GLBT
Paid Staff	
Board of Directors	

D. What is the total number of clients served by your organization on a yearly basis?

E. What percentage of clients receiving service from your organization is from the GLBT community?

F. If your organization did not exist, what would be the impact on the North Texas GLBT community? Please quantify the impact where possible.

IV. ASSOCIATION WITH BLACK TIE DINNER

All applicants please respond to item A. Applicants, who were beneficiaries last year, please respond to both items A and B:

A. Please describe how your organization intends to meet or exceed the requirements for Black Tie Dinner participation in each of the required areas of Table Affiliation, Raffle Ticket Sales, and Volunteer support. Correlate this to your organization's recent experiences in achieving selected short-term objectives.

B. (1) Describe your support of the Black Tie Dinner as a beneficiary.

(2) How has being a Black Tie Dinner beneficiary impacted your organization? Address impact on delivery of programs, services, or activities to the North Texas GLBT community.

V. REQUIRED DOCUMENTS AND INFORMATION

In order to complete the beneficiary application process, each applicant must provide the following attachments:

- 2010 Beneficiary Requirements Acknowledgement Form.
- Documentation of non-profit status (i.e., copy of IRS determination letter).
- A current Organization chart.
- List of current Board of Directors, indicating officers and including occupation and board tenure.
- End of year Budget to Actual Profit and Loss/Income Statements for the most recent two fiscal years.
- End of year Balance Sheets for the two most recent fiscal years. (If the organization's fiscal year is not the calendar year, also provide the most recently prepared balance sheet since the end of the fiscal year.)
- Operating budget for the current fiscal year.
- Most recent IRS Form 990 filed by the organization with the IRS.

Please include all of the above as separate attachments at the end of the Application.

**2010 BENEFICIARY REQUIREMENTS
ACKNOWLEDGEMENT FORM**

By signing below, I acknowledge that our organization understands the Black Tie Dinner, Inc. beneficiary requirements and will meet those requirements if selected as a beneficiary. My signature further indicates that our organization understands failure to meet these beneficiary requirements will eliminate our status as a beneficiary of Black Tie Dinner, Inc. Failure to meet the beneficiary requirements will affect the amount of proceeds, if any, distributed to our organization and the eligibility of our organization to be a future Black Tie Dinner, Inc. beneficiary.

Signature _____

Date _____

Printed Name: _____

Title: _____

Organization: _____