



WOLFEBORO FESTIVAL OF TREES

Beneficiary Application Guidelines & Instructions

Please review this section before completing the application below.

The Wolfeboro Festival of Trees supports local 501(c)(3) nonprofit organizations whose work improves the lives of people in Wolfeboro and surrounding communities. We are especially interested in requests that address a clear local need, directly help people, and clearly explain how Festival funds will be used.

Eligibility & Required Materials

- Applicant must be recognized by the IRS as a 501(c)(3) charitable organization
- A copy of the organization's IRS 501(c)(3) determination letter is required
- If available, we also appreciate a copy of the organization's most recent year-end Profit and Loss statement and current operating budget

Funding Guidelines

Festival funding is intended to support a clearly identified program, service, project, initiative, essential purchase, or community need that benefits people in Wolfeboro or surrounding communities. Funding may include reasonable expenses necessary to carry out the proposed work.

Festival funds are generally not intended for:

- Endowments or reserve funds
- Organizational debt or general deficit reduction
- Expenses already incurred
- Fundraising expenses
- Political activity
- Religious instruction or proselytizing
- Passing funds directly to another entity or organization
- General operating expenses that are not connected to a clearly identified community benefit

Scholarship requests: Scholarship requests may be considered, but preference will generally be given to programs and services that directly address a demonstrated local need. Requests should explain who is eligible, how recipients are selected, whether financial need is considered, and how local residents will benefit.

Use of Funds & Voluntary Participation

Festival funding is based on the application. Participation in the activities below is voluntary and is not a condition of receiving Festival funding. Selected beneficiaries are warmly invited to participate when schedules and resources allow.

- **Use Festival funds for the purpose described in the application and contact the Festival before making a significant change to the proposed use**
- **Beneficiaries are welcome to attend selected Festival planning meetings or assist with event activities when practical**
- **We hope beneficiaries will consider providing and decorating a tree, allowing us to feature their organization and its work at the Festival**
- **Beneficiaries are welcome to share Festival information within their organizations and communities**

- **To provide additional visibility, beneficiaries may choose to host a light-refreshment table during a coordinated Festival event. This may include homemade baked goods or helping source donated beverages or treats from local businesses or community partners**

Follow-Up & Impact

We value understanding the impact of Festival funding and how beneficiary organizations put these funds to use. If selected, we respectfully request a brief follow-up report by October of the following year, approximately ten months after receiving the funds.

- Briefly describe how the funds were used, approximately how many people benefited, what was accomplished, any significant change from the proposed use, and the amount of any funds remaining
- A brief example of impact is welcome, provided it does not include confidential or identifying information
- Where relevant, photographs are welcome. By submitting photographs, the organization confirms that it has appropriate permission to share them and grants the Wolfeboro Festival of Trees permission to use them at its discretion in print and digital communications, promotional materials, social media, reports, and future Festival materials

Submission Information

All applications must be submitted in their entirety by October 1, 2026.

Please review your application carefully before submitting to ensure all requested information and required materials are included. To maintain a fair and consistent review process, the committee may not be able to follow up regarding missing information. Incomplete applications may limit the committee's ability to fully consider your request.

Before Submitting, Please Confirm

- ☐ All application questions have been completed
- ☐ The application has been signed and dated
- ☐ A copy of the organization's IRS 501(c)(3) determination letter is included
- ☐ If available, the prior-year Profit and Loss report and current budget report are included
- ☐ The complete application is submitted by October 1, 2026

Please submit the completed application and required attachments to:

wolfeborofestivaloftrees@gmail.com

Electronic submission is preferred.

Questions may be directed to: wolfeborofestivaloftrees@gmail.com

WOLFEBORO FESTIVAL OF TREES

2026 BENEFICIARY APPLICATION

Please complete all applicable fields and refer to the Application Guidelines & Instructions.

Organization Information

Organization name: _____

Mailing address: _____

Website, if applicable: _____

Primary contact: _____

Title or role: _____

Phone: _____

Email: _____

Federal Employer Identification Number (EIN): _____

About Your Organization

1. Briefly describe your organization, its mission, the communities it serves, and the people who benefit from its work.

2. Approximately how many people does your organization serve each year?

Proposed Use of Festival Funds

3. How would your organization use Festival of Trees funding? Describe the specific program, service, project, initiative, essential purchase, or community need the funds would support.

4. Who would benefit, approximately how many people would be helped, and what difference would the funding make?

5. What is the estimated cost, amount requested, and expected timeframe for use?

Estimated total cost:

\$ _____

Amount requested from the Festival of Trees:

\$ _____

Expected timeframe for use:

6. Will other funding, donations, volunteers, or community partners help support this work?

☐ Yes ☐ No

If yes, please briefly explain:

Festival awards depend on the amount raised and the number of beneficiaries selected.

Organization Finances

7. What is your organization's approximate annual operating budget?

\$ _____

8. Please identify your organization's primary funding sources.

- ☐ Individual donations ☐ Business donations or sponsorships ☐ Grants
☐ Fundraising events ☐ Program or membership fees ☐ Endowment or investment income
☐ Other: _____

Previous Festival Funding

9. Has your organization received Festival of Trees funding in the past?

☐ Yes ☐ No

If yes, please provide the most recent year and briefly explain how the funds were used:

Additional Information

10. Is there anything else you would like the committee to know?

Certification & Agreement

By signing below, I certify that the information provided is accurate and that the organization:

- Is recognized by the IRS as a 501(c)(3) charitable organization
- Will use Festival funds for the purpose described
- Has reviewed the Application Guidelines & Instructions

Name: _____

Title or role: _____

Signature: _____

Date: _____

Application deadline: October 1, 2026

Submit completed application and required attachments to wolfeborofestivaloftrees@gmail.com

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