

Celebrate Clayton Application Guidelines

The purpose of this guideline is to provide organizations with an outline of significant issues that should be addressed in their application proposals. Please note that this document is intended to be a guideline only. Organizations are encouraged to provide additional information and to be creative in their approach.

Suggested information

A. Organization Background and Mission

- a. Provide a brief background on the organization. Include length of existence, founders, and reason for founding. Also include significant accomplishments in recent years.
- b. Describe the current mission of the organization and describe how recent accomplishments and initiatives support that mission.

B. Leadership

- a. Provide your current organization chart.
- b. Identify key leaders of your organization along with brief outlines of their backgrounds.

C. Proposed use of Funds

- a. Describe how the funds received from Celebrate Clayton will be used. Be as specific as possible.
- b. Describe how this program will support your mission.
- c. Describe the benefits of this program to Rabun County.

D. Volunteer Support

- a. Explain how your volunteers and staff will support the Celebrate Clayton event. Be specific and include proposed committee chair people, if possible. For your information, previous committees for Celebrate Clayton have been: Publicity, Finance, Decorations, Main Stage, Children's Area, Open Market Area, Operations, Community, and Volunteers.
- b. Explain your volunteer base. How many volunteers do you have available? If you are intending to expand your volunteer base for this event, explain how you intend to get these volunteers.

E. Other

Provide any other information we should be aware of in our selection process.

F. Summary

Why should your organization be this year's Celebrate Clayton recipient?