

Celebrate Clay

Sponsored by Paul & Klare Reinhold Foundation

2010 Application

Honoring 2009 Community Service Leaders to Clay County

Section I: Background Information

Organization (Print)	Project Category	
Contact (Mr./Mrs./Ms.)	Position	Phone # of Organization
Mailing Address of Organization	Zip	Fax #
Physical Address of Organization (if different from above)	Zip	E-Mail Address
Web Site	Yes _____	No _____
	Do we have permission to add/update your organization in the Clay County Directory of Services?	
Year established _____	Number of paid staff _____	Volunteers/active members _____

Please state below the mission (purpose and goals) of your organization.

Applications must be received by Monday, February 15, 2010

Section II: Financial Information

Statement Of Income And Expenditures

Please use 2009 figures and complete all blanks that apply to your entire organization.

Please do not include in-kind donations (good and services). Judges want to see tangible income and expenses only. Thanks.

Income

Contributions, grants, Umbrella Organizations

Income from Fund Raising Events/Activities

Interest Income

Client Fees &/or Membership dues

Other (Please explain)

TOTAL INCOME

Expenditures

Administrative Costs (salaries, taxes, benefits)

Program Delivery or Client Care (direct expenses that benefit your clients)

General Expenses (rent, utilities, phone, supplies, etc.)

Fund Raising Costs

Funds Given to National Affiliates

Other (Please explain)

TOTAL EXPENDITURES*

*If your total expenditures exceed your total income, please briefly explain:

POPULATION SERVED

What percentage of your overall budget went to support residents of Clay County? _____%

If volunteers participated in your organization, what percentage were residents of Clay County? _____%

"We hereby certify that the information contained in this application is true to the best of our knowledge and belief."

Person Preparing Application

President or Chairman

Date

Application endorsed by Executive Board

Section III: 2009 Community Service Project

Please give our judges an overview of all 2009 efforts and an in depth description of most significant project(s) – its intent, challenges met, impact to community, who was involved, significance to Clay citizens. Your written statement should be confined to the front and back of one 8.5” x 11” sheet.

Please include 2 to 3 photos with your application or via email (in jpeg format) to aparker@reinhold.net. Photos should highlight your organization and volunteers helping the community (event photos, group photos, or photos of staff and volunteers “in action”).

<i>Project</i>	Approximate # of Clay residents affected:
<i>Impact</i>	Approximate # of Clay volunteers involved:

Optional: You may wish to submit Section IV and/or Section V in place of or in addition to program recognition, or omit entirely.

Section IV: Volunteer of the Year Award (only one volunteer can be submitted from your organization)

For extraordinary service – far beyond the scope of anticipated volunteer service: Why should this volunteer be recognized? What value did he/she bring to your program? Please submit a 1 to 2 page summary with highlights of his/her extraordinary service in 2009.

AND/OR

Section V: Executive Director Award

For extraordinary service far beyond stated job description that dramatically improved the health and progress of the sponsoring organization. Please help judges appreciate his/her efforts. Please submit a 1 to 2 page summary with highlights of his/her extraordinary service in 2009.

Applications must be received by Monday, February 15, 2010

Application Information and Checklist:

- Celebrate Clay awards are project oriented, designed to recognize specific community service active in Clay County in 2009, as opposed to untried programs anticipated in the future.
- **Eligibility – You must be a 501(c) 3 organization** that provided services in Clay County in 2009.
- A panel of judges decides all awards. They are concerned with the effort and the effectiveness of the specific program submitted for recognition, not the entire scope of the organization or its place of domicile.
- Judges will read and review only the material included in the application. No additional data will be considered.
- Please visit <http://www.reinhold.org> and update your organization’s information in the Clay County Directory of Services.
- Awards will be announced at the **Awards Breakfast, Friday, May 14, 2010**. Regrettably, due to limited space, only two representatives per organization can be included at the breakfast.
- A brief description of your 2009 program as outlined in this application will appear in the awards breakfast booklet. Please submit your description in the box below in 250 characters or less (not words but characters). This may be used in whole or part in the awards breakfast booklet at the discretion of the Director of Celebrate Clay.

Please return one unstapled copy of the application and photos to:

**Celebrate Clay
 c/o Amy Parker, Director
 The Paul E. & Klare N. Reinhold Foundation, Inc.
 1845 Town Center Blvd, Suite 105,
 Orange Park, Fl 32003
 Phone: 904-269-5857 ext. 404 / fax: 904 269-8382
 aparker@reinhold.net**

Application Checklist

- ___ 1. Have you submitted 2 to 3 photos of your organization and volunteers in action?
- ___ 2. Have you carefully completed Section II, the Financial Information?
- ___ 3. Have you described all aspects of the community service project for which this application is being submitted?
- ___ 4. Has the application been signed by all parties as requested?
- ___ 5. Have you enclosed documented evidence of your 501 (c) 3 non-profit status such as an IRS Determination Letter, or a letter of endorsement from your parent organization or basis of authority, which in turn has an IRS Determination Letter (i.e. School groups must have the endorsement of its school principal).

All applications submitted become the property of The Paul E. & Klare N. Reinhold Foundation, Inc. Applications are reviewed solely by the Awards Committee whose decisions are final. All data is subject to verification