



2021 Nonprofit Partner Letter of Intent Instructions

Submission Instructions

Nonprofit organizations interested in applying to be the 2021 Nonprofit Partner must submit a Letter of Intent by 5:00 p.m. on Friday, February 7, 2020 via email to Hannah@BandTogetherNC.org. We will confirm receipt.

Required submission material: Please include supporting documentation in the order listed below **saved as one (1) PDF document**, not separate documents.

- Copy of your 501(c)(3) designation
- Copy of most recent IRS Form 990
- List of your current Board of Directors including companies, position held and term expiration
- Partnership statement signed by your Executive Director and Executive Committee
- A list of staff
- Letter of Intent

Letter of Intent

On no more than four (4) pages, please answer the following questions and provide the requested information. Short answers are encouraged and will not enhance or take away from Band Together's opinion of a nonprofit's partnership potential. **Please restate the question prior to you answer.**

PROJECT & PARTNERSHIP

1. Assuming our partnership raises \$1,000,000 and your organization nets at least \$800,000 briefly explain how funds will be used. Please elaborate upon:
 - a. Key facets of the project
 - b. Allocation of funding
 - c. Benefits to the community
 - d. Plans for sustainability and growth
2. We suggest you designate a staff member to run point for the duration of the partnership year. We have found it is best for this to be the development director/coordinator and not the Executive Director. Who will be the primary staff member working on this year-long effort? Please include a brief biography for the coordinator, as well as a brief biography for your Executive Director.

Note: We have found the ED bests serves the partnership when they are not the primary point person. They should focus their attention on running the organization and fundraising.

ORGANIZATION

3. Organization name and address
4. Primary contact name, email address and preferred phone number
5. What year was your nonprofit organization founded?
6. Geographic area in which your nonprofit operates?

Note: Band Together is committed to serving the Triangle community.

7. Mission Statement
8. What is the organization's primary focus?
9. Who are the primary populations the organization serves? Please include brief demographic information.
10. Please provide your organization's social media handles for Facebook, Instagram and Twitter.
11. Please provide your audited total revenue for each of the past three years. Note: At this point, we want to see only the total revenue figures. If there are any numbers that need explaining, please feel free to elaborate.
12. Using your most recent IRS form 990, calculate the ratio of funding that goes to programming (versus administrative costs) using the formula below:

IRS Form 990 Fiscal Year beginning: _____

Calculating administrative costs using the IRS form 990

Management and general costs (Part IX, Line 25, Column C): _____

Plus

Fundraising costs (Part IX, Line 25, Column D): _____

Divided by

Total revenue (Part VIII, Line 12, Column A): _____

Equals the total administrative cost as a percentage: _____

Band Together understands that administrative costs can vary widely between organizations and does not disqualify based on percentage. However, if your administrative cost is more than 25%, please explain.

Please note: Band Together does not currently select groups which fall into the following categories:

- Political parties or causes/groups that are politically active
- Organizations whose primary purpose is proselytizing
- Animal related
- Environment related
- Nonprofits lacking a strong presence in the Triangle area
- Lobbying or cause advocacy groups
- Organizations that have been a Band Together partner within the past five (5) years of 2019
- Pass-through organizations that plan on retaining a portion of the funds raised (Pass-through organizations are allowed to apply, as long as 100% of the dollars raised will go to their cause)



BAND TOGETHER PARTNERSHIP STATEMENT

On behalf of _____ (***Nonprofit Organization Name***), we attest that our Board of Directors is fully aware and supports our intention to apply to be a Band Together partner. We also acknowledge and understand Band Together is highly collaborative and open source. If we are selected as a partner we will share donor information and create a fundraising plan together during the partner year.

The Band Together Partnership is a year-long collaborative fundraising effort spanning from July 2020 to June 2021. The Band Together Board, Advisory Board, Steering Committee and its extended volunteer network will be fully committed to the success of this year-long partnership.

Signed By:

Nonprofit Executive Director/CEO
[DATE]

Nonprofit Executive Committee

Signature Date Position

Signature Date Position

Signature Date Position

Signature Date Position