



Phoenix Pride Beverage Grant Requirements

Agency Requirements

Any agency wishing to receive funding from Phoenix Pride must meet the following requirements:

- Any beneficiary organization must have tax-exempt status under Section 501(c)(3) or (4) of the I.R.S. Tax Code and the organization must be actively engaged in providing direct client services to LGBTQ persons or in connection with a program to serve LGBTQ persons in Maricopa County, AZ.
- Once accepted, the beneficiary agency must maintain good financial health throughout the year, as determined by Phoenix Pride.
- In order to receive funding, each befitting agency must comply with the participation and funding requirements as set forth by the terms and conditions of the annual participation agreement and funding requirements.
- Should an Agency be selected for a Festival Beverage Zone, they must provide a minimum of 30 volunteers, per day, to staff said Beverage Zone.
- Upon application approval, they must send two (2) individuals to complete Alcohol Service Training, as mandated by the State of Arizona, at the Agency's expense. These individuals shall be responsible for training and supervising the organization-provided Beverage Volunteers at the designated event.
- To provide public acknowledgement, via monthly newsletter, press release, e-news, website, or other such appropriate news venues, about the organization's participation in the Phoenix Pride Beverage Program.
- Provide a Volunteer Schedule with volunteer names and phone numbers for event weekend (bring to Alcohol Service Training class)

Eligibility Documentation*

To participate and receive funds in connection with the Phoenix Pride Festival or Rainbows Festival in 2017 the following information must be provided to Phoenix Pride.

- 2017 Participation Agreement.
- 2017 Beverage Program Service Agreement (if selected)
- Description of your LGBTQ Program and how you will use the funding received from Phoenix Pride to support your LGBTQ Program. Be specific: Why the funding received is critical to the success of your LGBTQ Program, what would happen to your LGBTQ Program if you did not receive funding from Phoenix Pride?
- Approximate number of clients served by the LGBTQ program in 2016 (distinguish between duplicated and unduplicated clients). Please include gender and ethnic demographics, if available.
- Most recent Year-end Financial Statement.
- Final Budget for LGBTQ Program(s) in 2017 that this Grant would be used for.
- I.R.S. 501(c)(3) or (4) Determination Letter.
- Most recent I.R.S. Form 990 signature page or substantiation of meeting IRS requirements, if Form 990 is not required.

*Phoenix Pride reserves the right to request a more detailed accounting of agency expenditures for any funds provided by Phoenix Pride.



Event Participation Requirements

Each Agency must meet the minimum expectations below to receive funds generated from the Phoenix Pride Beverage Grant Program:

- Active promotion of the Phoenix Pride Festival & Parade within your agency and among your supporters. **Provide a statement of how you plan to promote the Phoenix Pride Festival & Parade**
- Active promotion of Rainbows Festival within your agency and among your supporters. **Provide a statement of how you plan to promote Rainbows Festival**
- Nominate a Community member for the Phoenix Pride Spirit Awards.
- Link to Phoenix Pride placed on your website. **Provide the link URL.**
- Attend a Phoenix Pride Board meeting and present your LGBTQ Program to the Board of Directors, if requested.
- Provide a minimum of twenty (20) volunteer hours outside of the event you are selected to be a benefitting agency of throughout the year. These volunteers can be provided at the Miss & Mister Phoenix Pride Pageant, Phoenix Pride Festival, Phoenix Pride Parade, Rainbows Festival, or any other Phoenix Pride fundraiser or event. Phoenix Pride will give volunteers the opportunity to state they're volunteering on behalf of an agency at time of sign-up.

2017 Penalty Matrix

Infraction	Penalty*
Member Application documents turned in after due date	15%
Missing Alcohol Training Course	10%
Late or no Spirit Award Nominations	5%
Beverage Zone Not Fully Staffed	25%

* Penalties are a percent of the grant determination.