



2018 Season Application Requirements

If you received funding in 2017, you are not eligible for funding consideration in 2018. We look forward to receiving your application in 2019. 2018 applications must be received by February 2, 2018 and postmarked by January 30, 2018 in order to be considered.

Application Components & Requirements:

1. List charity name, address and main phone number.
2. Provide 3 contacts for your organization. It would be most helpful to identify the individual responsible for your volunteers at the event. We need to know who is in charge at the event. Please include cell phone information and email addresses as appropriate.
3. List charity's Board of Directors (if applicable).
4. Describe the main purpose/focus of your charity.
5. Please list the services your charity provide(s) for the Roanoke Valley area.
6. What specifically will the funds from First Fridays be used for?
7. Provide the total number of volunteers and employees within your organization. Please provide the number of volunteers you will supply for the event.
8. Include verification of your organization's tax-exempt 501(c)3 status. *Please note: A copy of the IRS determination must be attached to your application.*
9. Please include a current financial statement.

Please list any dates that you may be unavailable to provide volunteers during the 2018 season. You must be able to provide at least 10 volunteers for both of your scheduled event dates. Volunteers are required to attend from 4:30 pm – 9:30 pm. Volunteers must be present for the instructions at 4:30 and available for the event duration (to include event break-down to ensure we are in compliance with City requirements for event clean up).

Dates & Location: Franklin Road between Jefferson & Williamson with potential use of Holton Plaza (formerly SunTrust Plaza). Event gates open at 5:00 and event runs until approximately 9:00. Event dates for 2018 include: May 4, May 18, June 1, June 15, July 20, August 3, August 17, September 7, September 21 and October 5.

**REMIT TO: First Friday's at Five
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