

# **WellsFest Beneficiary Application Guidelines**

## **About WellsFest**

WellsFest is a day-long family festival organized by Wells United Methodist Church (learn more about Wells UMC on the worldwide web at [www.wellschurch.org](http://www.wellschurch.org)). WellsFest has been held annually since 1984 to promote and financially assist worthy nonprofit service organizations in the Jackson metropolitan area—Hinds, Madison, and Rankin counties. The festival includes live music, a variety of food and craft vendors, silent and live auctions, and activities for children and families in a drug- and alcohol-free setting. It is held each year on the last Saturday of September at Jamie Fowler Boyll City Park on Lakeland Drive.

## **Becoming a WellsFest Beneficiary**

Each year, the WellsFest Beneficiary Selection Committee seeks applications from qualified nonprofit organizations operating in the Jackson metropolitan area. After a thorough review process, a single beneficiary is selected. The beneficiary will receive all proceeds from the festival. This amount varies each year, but has averaged approximately \$30,000 in the festival's recent history.

The Selection Committee reviews applications and conducts follow-up site visits to applicant organizations if needed. In assessing the merits of each proposal, the Committee considers the following criteria:

- Does the proposal address a client-based community need?
- Does the proposed project or program have clearly articulated, measurable objectives?
- Does the proposal demonstrate foresight and careful planning for long-term impact?
- Does the applicant have sufficient organizational and managerial capacity to carry out the project?
- Are the proposed objectives and activities consistent with the mission of Wells UMC?  
(See [www.wellschurch.org](http://www.wellschurch.org) for information regarding the history and mission of Wells UMC.)
- Can the proposed project or program be sustained after WellsFest funding is exhausted?

Priority will be given to proposals that reflect frugal and efficient use of monies. Funds are not to be used for ongoing salary or administrative expenses. Past beneficiaries have used WellsFest proceeds to expand, enhance, or maintain their facilities; to expand existing programs and/or services; or to develop and launch new client-based initiatives.

By submitting an application, you are agreeing that 1) funds received will be expended only for the purposes stated in the proposal, and 2) your organization will partner with Wells UMC to support and promote WellsFest.

As noted in the checklist in Step 4 of the *WellsFest Beneficiary Application*, your organization will need to provide several supporting documents along with your completed three-page application. Please review the checklist prior to beginning your application. This additional documentation will help the Selection Committee verify that your organization is qualified to be a WellsFest beneficiary.

***Incomplete applications will not be considered, and providing false information on an application is cause for denial.***

# WellsFest Beneficiary Application

---

Please follow the directions in each step of the application. *Incomplete applications will not be considered.* Type or print legibly using black ink. If you have questions, please contact Jim Young at (601) 353-0658 or via e-mail at [wellsfest@wellschurch.org](mailto:wellsfest@wellschurch.org).

## STEP 1

---

- Has your organization been granted 501(c)(3) nonprofit status by the IRS?  YES  NO
- Has your organization been in operation for more than one year?  YES  NO
- Is your organization located in the Jackson, Mississippi metropolitan area?  YES  NO
- Will your organization assist in organizing and conducting the WellsFest event?  YES  NO
- If selected as this year's WellsFest beneficiary, will your organization use the awarded funding to provide or facilitate the provision of client-based services?  YES  NO

If you answered "NO" to any of the above questions, STOP. Your organization is not eligible to be a WellsFest beneficiary. Otherwise, proceed to Step 2 below.

## STEP 2

---

Please complete the following information. Type or print legibly using black ink.

**Organization Name:** \_\_\_\_\_

**Mailing Address:**

**Physical Address (if different):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **Best Time to Call:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

What geographic area does your organization serve? \_\_\_\_\_

\_\_\_\_\_

How often does your Board of Directors meet? \_\_\_\_\_

Approximately how many people will be served by your proposed project? \_\_\_\_\_

**STEP 3**

---

Answer the following questions in the space provided. Type should be no smaller than 10-point.

Brief descriptive title of your project: \_\_\_\_\_

1. Describe the history, purpose, mission, and objectives of your organization.

2. Describe the project or program for which you will use WellsFest funds. Note goals and objectives and how progress or success will be measured and evaluated.

3. Describe the client base served by your organization and how your project will benefit them and your community.

4. If you are proposing to use WellsFest funding to expand an existing program or launch a new one, describe how your organization will sustain the program(s) once all WellsFest funds have been spent.

5. How will your organization assist in planning and conducting the WellsFest event?

#### STEP 4

---

Attach the following items to your application. Do not attach any additional information.

- A budget *itemizing* how your organization intends to use WellsFest funds, including how any overage (above \$30,000) will be spent.
- A copy of the IRS letter confirming your organization as a 501(c)(3) nonprofit.
- A copy of your most recent IRS Form 990 or Form 990-EZ (Return of Organization Exempt From Income Tax). If your organization is not required to file Form 990, you may substitute a copy of your annual report. This report must include your income and expenses for your most recent fiscal year and must also summarize your primary activities.
- A listing of your current Board of Directors (including Secretary and Treasurer).
- A one-page cover letter on your official letterhead. If your letterhead lists your Board of Directors, it is not necessary to submit the separate listing requested above. Your cover letter should note your project's title as well as the total number of items attached to your three-page application.
- Optional: Up to three (3) letters of support—one from a client, one from a benefactor (individual or group), and one from a board member or a partner organization.

#### STEP 5

---

Mail **10 COPIES** of your completed application to: **WellsFest Beneficiary Selection Committee, Wells United Methodist Church, 2019 Bailey Avenue, Jackson, MS 39213-7602.**

**Applications must be postmarked no later than November 30.** Receipt of applications will be confirmed by phone. Your organization may be contacted if more information is required or to schedule a site visit by representatives from the Selection Committee.

Additional copies of this application can be downloaded from [www.wellschurch.org/180304.ihtml](http://www.wellschurch.org/180304.ihtml).