BACKGROUND

In order to be eligible for the Buffalo Marathon Volunteer Grant Program ("Volunteer Grant Program"), volunteer groups ("Groups") seeking grants must either be, or must designate that grants will go to, a *verified tax-exempt*, *non-profit organization*.

SUBMITTING AN APPLICATION

Groups wishing to be considered for the Volunteer Grant Program **must submit** the attached "*2024 Volunteer Grant Program Application*" (**Attachment A**). The Buffalo Marathon reserves the right to request additional information while determining whether an applicant is eligible to receive a grant through the Volunteer Grant Program.

Groups **must submit applications** before 11:59 p.m. on *Saturday, April 1, 2024* to be considered for the Volunteer Grant Program. Please email the completed application to peggy.killion@buffalomarathon.org or grants@buffalomarathon.org

HOW GROUPS ARE CHOSEN

The Buffalo Marathon, at its sole discretion, retains the right to decide which groups seeking grants will be chosen for the Volunteer Grant Program. An applicant's status as a tax-exempt, non-profit organization will not guarantee receipt of a grant through the Volunteer Grant Program. The Volunteer Grant Program is subject to Internal Revenue Service rules and regulations governing tax-exempt organizations.

Generally, groups seeking grants must either be, or must designate that grants will go to, a *verified tax-exempt*, *non-profit organization*. The Buffalo Marathon may consider other factors in determining whether groups will be chosen for the Volunteer Grant Program. Contacting the Buffalo Marathon and submitting an application does not guarantee that a group will be chosen to participate in the Volunteer Grant Program.

If your group is chosen to participate in the Volunteer Grant Program, in appreciation for volunteering, the Buffalo Marathon **intends** to make a grant payment to your *verified tax-exempt, non-profit organization*. The final grant amount will not exceed the amounts found in **Attachment B**. The Buffalo Marathon intends to honor the amounts specified in **Attachment B**; however, given that grant amounts are based directly on event profitability, your grant may total $0.

Groups that are chosen to receive grants must follow the applicable rules in **Attachment C**.

ATTACHMENT A

2024 Volunteer Grant Program Application

Contact information of person completing this application:

Name: _____

Email: _____

Phone:_____

Name and Employer Identification Number (EIN) of the verified 501(c)(3) tax exempt organization nominated to receive a grant:

Name: _____

EIN: _____

- Note: Any organization that receives a grant **MUST** be a verified, 501(c)(3) tax exempt organization. Please verify your organization's status at https://www.irs.gov/charities-non-profits/exempt-organizations-select-check
- If your organization does not appear on the IRS website above, please provide proof of tax-exempt status by emailing your documentation to grants@buffalomarathon.org This proof must be emailed at the time you submit this application.
- Note: Please provide the complete legal name of your entity; for example, the Buffalo Marathon is "Buffalo-Erie Marathon Association, Inc."

If your organization has volunteered for the Buffalo Marathon in 2022, please provide your name, signature and title below affirming that there have been **no changes** from last year to the information regarding the organization to which you are requesting that a grant be directed to for (2024).

_____ _____ _____
Printed Name   Signature   Title

If there *have been changes*, **or** you are a *new organization* volunteering with the Buffalo Marathon in (2024), please continue to the next page of the grant application.

Address of **verified 501(c)(3) tax exempt organization** to which the grant check will be sent (please provide the name and address of the individual to whom the check will be sent):

Name: _____

Address: _____

_____

Volunteer Grant Program participants may direct the grant money to a parent organization or a local chapter. If you would like grant money to be directed somewhere other than you specific organization, please provide that information:

Name: _____

Address: _____

_____

Name of Volunteer Group (if name is different than the name of the **verified 501(c)(3) tax-exempt organization):**

_____

CAPTAINS
Please list two volunteer team captains in the event one is unable to attend the event.

NAME	CELL NUMBER	EMAIL

Mission Statement and Logo
For inclusion on the Buffalo Marathon website and Athlete Guide, please email your organization's mission statement, high resolution logo and website URL to grants@buffalomarathon.org or to peggy.killion@buffalomarathon.org. This information must be emailed when submitting your grant application.

Mission. Briefly **describe the mission** of the **verified 501(c)(3) tax exempt organization** for which a grant is being requested, the need and audience that your organization serves, and how this grant would be used by the organization. Attach additional statements as necessary.

_____

_____

_____

By providing your name below, I affirm that the organization to which I am requesting that a grant be directed is currently a valid tax-exempt (501(c)(3)) organization listed with the Internal Revenue Service.

_____   _____   _____
PRINTED NAME   SIGNATURE   TITLE

ATTACHMENT B

Grant Schedule

Water stops - miles 1-12	minimum 30 volunteers	$1,000*
Water stops - miles 13-26	minimum 15 volunteers	$1,000*
All other areas	minimum 15 volunteers	$50 per volunteer ‡

Note: Grant totals are based directly on the profitability of the event and are NOT guaranteed. The Buffalo Marathon board of directors review race profitability annually to determine grant amounts, if any, to be issued to each applicant.

- Receiving a grant is dependent on providing the minimum number of volunteers required by ensuring that (1) volunteers are registered online and (2) volunteers check in on the day of the event.
- Water stops that also dispense gels will receive an extra $200.
- For groups organizing volunteers for "all other areas," the total amount of the grant made to the verified tax-exempt organization will be determined by the number of volunteers who are both registered through the Buffalo Marathon online registration system and whose attendance is verified on the day for which they are scheduled to volunteer.

- Groups with 15 or more volunteers will be assigned to event areas as needed. The responsibilities of the event will be explained upon assignment.

ATTACHMENT C

Rules: Responsibilities of Groups Chosen and Receiving Grants

The following rules apply to all volunteer groups:

● Groups must designate one person who will serve as "leader" for the group ("Group Leader").

● The Group Leader may NOT participate in any Buffalo Marathon race during the time in which his/her group is volunteering (for example, you may not run the Buffalo Marathon or Half Marathon if your group is volunteering for the finish line).

● Group Leaders will be responsible for:
  - Receiving all communications from the Buffalo Marathon
  - Conveying all information to their volunteer group
  - Ensuring that the minimum number of volunteers required are provided (*note*: the minimum number of volunteers must meet the Buffalo Marathon's age requirements)
  - Ensuring that all volunteers are registered through the Buffalo Marathon online registration system

● Receiving grants is dependent on providing the minimum number of volunteers required by ensuring that (1) volunteers are registered online and (2) volunteers check in on the day of the race.

Child Volunteer Rules:

● Children wishing to volunteer must follow the rules below:
  - Children may not accompany parents/guardians unless they are registered.
  - Children under the age of 18 wishing to volunteer must be registered as a volunteer by a parent or guardian.
  - In the interest of safety, each child volunteer between the ages of 12 and 14 must be accompanied and supervised by a parent, guardian or responsible adult.

● Children under the age of 18 may only volunteer in the following areas:
  - Water stop
  - Finish line
  - Post-race party
  - Kids race
  - 5k race
  - Packet pick-up

● Groups composed primarily of children (for example, high school groups) must be 15 years or older and must have at least ONE responsible adult present for all volunteer shifts.