



Third Party Event
Application Form

Project PLASE is extremely honored and grateful that you are interested in working towards alleviating homelessness in Baltimore through this fundraising endeavor. Project PLASE (People Lacking Ample Shelter and Employment) is a housing and homeless organization in Baltimore. We provide temporary housing, permanent housing, and supportive services to homeless adults and families. We serve the most vulnerable and underserved, including persons with mental illness, HIV/AIDS, addiction, developmental disabilities, previously-incarcerated, etc. We treat, restore and rehabilitate the whole person. We empower each individual to function at the highest level possible.

Please note that only those events which meet specific criteria, and legitimately and genuinely benefit Project PLASE will be approved. This is an application for approval to conduct a fundraising event for the benefit of Project PLASE. The applicant understands that no such event can be held without the prior written approval of Project PLASE's Director of Development. Please complete the following information.

Name/Title for Event: _____

Organizer Information

Name of contact person: _____

Address: _____

Phone: _____ Email: _____ Fax: _____

Preferred method/time to communicate: _____

Describe your relationship to Project PLASE: _____

List the members of your planning committee (if any):

Event Information

Date: _____ Time: _____

Location (city and venue): _____

Project PLASE defines a Third Party event as any fundraising activity by a non-affiliated group or individual, where Project PLASE have no fiduciary or agency responsibilities and no staff/volunteer involvement.

Briefly describe the event: _____

Has this event taken place before? Yes No If yes, when: _____

If yes, what were the results: _____

Financial Information

How will funds be raised? _____

What is the cost to attend? _____

Will other charities receive proceeds from this event? Yes No If yes, who: _____

What is the event's projected gross income: _____

If expenses are being taken out from the gross, please indicate either the guaranteed donation or the % of net proceeds that will go to Project PLASE. \$ _____

What do you anticipate the total donation to be? \$ _____

Is there a sponsoring organization/s? Yes No If yes, who: _____

Will alcohol be served at the event? Yes No If yes, please provide details: _____

Please note, Project PLASE, nor any of its staff, board, or volunteers, offers funding, liability insurance, staffing, or reimbursement for Third-Party event expenses.

We understand that all details for your proposed event may not be available at the time of your submission. We will review your proposal within five business days and contact you.

By signing this form, I agree to adhere to the Project PLASE Event Guidelines and guarantee that the information presented above is accurate.

Name: _____

Organization (if applicable): _____

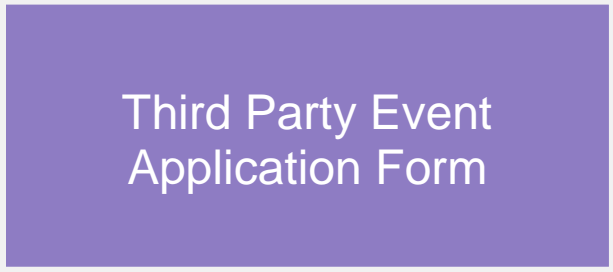
Date: _____

Signature: _____

Please return this form to:

Project PLASE, Third Party Events

3601 Old Frederick Road, Development Department, Baltimore, MD 21229 or send via email to: community@projectplase.org



1. Terms of this agreement shall be from the date Project PLASE (People Lacking Ample Shelter and Employment) approves Organizer's proposal until the conclusion of the event. Project PLASE has the right to terminate this agreement at any time if it determines that the event is likely to be injurious to the image of Project PLASE.
2. The organizer represents to Project PLASE that (a) they will comply with all applicable laws while planning, promoting, and conducting the event; (b) all necessary insurance, licenses, and permits will be obtained and will be in force through the conclusion of the event; (c) the event will result in no cost or expense to Project PLASE whatsoever; (d) the Organizer will be responsible for all details of the event; and (d) Organizer will indemnify and hold Project PLASE harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the event.
3. The organizer agrees to provide Project PLASE with the agreed-upon proceeds from the event. This should be done in a lump-sum check made payable to Project PLASE. Please include a copy of the event contract with your donation within ninety (90) days after the event. Project PLASE reserve the right to inspect all event financial records, if necessary.
4. Under no circumstances should third-party event revenue and expenses flow through Project PLASE's books. Only the final net proceeds from the event are to be processed by Project PLASE.
5. Project PLASE cannot sponsor or endorse fundraising events or products and should avoid statements or the appearance of endorsement of any product, firm, organization, individual, or service. Event materials should state that "Proceeds benefit Project PLASE and its mission to end homelessness."
6. Any use of Project PLASE's name is subject to written approval. Accordingly, Organizer agrees to submit to Project PLASE or approval – prior to production, release, distribution, broadcast, or publication thereof – all printed materials, publicity releases, and advertising relating to the event that mentions Project PLASE.
7. In accordance with standards adopted by the BBB Wise Giving Alliance, Organizer agrees that any solicitations relating to the event must specify at the point of solicitation, and in a manner acceptable to Project PLASE; (a) that Project PLASE is the benefiting organization; (b) the actual or anticipated portion of the purchase price will benefit Project PLASE; (c) the duration of the campaign; and (d) any maximum or guaranteed minimum contribution amount.
8. Nothing in this document shall be construed to authorize Organizer, or any of its employees or representatives, to act as an agent of Project PLASE.
9. This agreement shall terminate at the conclusion of the event. Thereafter, the Organizer may continue to receive funds for Project PLASE, provided such funds are paid promptly to Project PLASE.

Note: This agreement will not become effective unless and until it is approved by Project PLASE, as evidenced by the signature of an authorized Project PLASE representative below. By signing, Organizer agrees to the Policies and Guidelines outlined above.

Proposed by:

Approved by:

Signature of Organizer

Signature of

Print Name

Print Name

Date

Date