



The Capital of Texas Police Motorcycle Chute Out

**5th Annual Capital of Texas Police Motorcycle Chute Out
March 7-10, 2018**

Local Beneficiary Application

Application Due Date: Wednesday, September 13, 2017 at midnight

Application rules and guidelines

The Capital of Texas Police Motorcycle Chute Out accepts applications from non-profit organizations whose events/expenditures occur in Hays, Travis or Williamson County. Upon completion of the event the selected beneficiary will be awarded 25% of the proceeds from the 5th Annual Capital of Texas Police Motorcycle Chute Out.

1. All requests for funds should be submitted in writing accompanied by the official application. It is important that the application is completed in its entirety.
2. Funds must be utilized to benefit a group, area, event or organization in Hays, Travis or Williamson counties, or any combination thereof.

Application Submission Deadlines

Application packets, along with any required supporting documents must be fully completed and submitted to the Travis County Sheriff's Office in one of the three following methods;

- Email: tiffany.curnutt@traviscountytexas.gov
- Delivered: Travis County Sheriff's Office, Attn: Tiffany Curnutt, 5555 Airport Blvd, Austin, TX
- Mailed (must be **received** by Sept 13, 2017): Travis County Sheriff's Office, Attn: Sheriff's IT / Tiffany Curnutt, PO Box 1748, Austin, TX 78767

Late submissions will not be accepted.

Application Review Process

All applications will be reviewed the Capital of Texas Police Motorcycle Chute Out Board of Directors for completeness. The applicant may be contacted when their application is reviewed to answer any additional questions regarding the application.

The applicant may be requested to give a presentation to the Capital of Texas Police Motorcycle Chute Out during the budget process. This allows the beneficiary to discuss the event and the activities that will occur and state how your organization will use the funding.

The Capital of Texas Police Motorcycle Chute Out Secretary, Tiffany Curnutt, will send notification letters to applicants informing them of the decision for funding by the COTPMCO



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Board of Directors once the selected non-profit is approved by the Board of Directors. The decision of the COTPMCO Board of Directors, both as to the funding amount or denial of funding will be final. *(Failure to receive funding in one budget year does not prevent a re-submission in the next budget year.)* Only ONE applicant/organization will be awarded the funds. The applicant receiving funding is entering into an agreement with the COTPMCO and is required to execute all subsequent documentation as described in the application.

Post Award & Event Participation Requirements

Prep and Planning

The selected organization will be included on monthly update emails and is welcome to attend monthly meetings (2nd Thursday of every month @ 10am, TCSO Ruiz Building, 5555 Airport Blvd, Austin). Involvement in advertising the event through social media, email blasts and mail outs to staff, respective board members and beneficiary supporters is critical. Likewise, informing the competitors about where the contributions go and the background on the beneficiary will be imperative. Opportunities for involvement include, but are not limited to:

- Attend monthly board meetings
- Social Media blasts
- Email blasts
- Mail outs and informational flyers
- Provide beneficiary logo (electronic format)
- Provide bag stuffers for competitor / sponsor bags

Practice and Competition Days (March 7-10, 2018)

The selected organization will be expected to attend the practice / competition days (typically 3-4 days and have a booth set up to showcase the beneficiary at Typhoon Texas in Pflugerville. The 10x10 space will be reserved by COTPMCO in a premier location. The selected organization must provide tent, table, chairs and all distribution material/swag for the booth. The booth is not required every day but highly recommended Friday/Saturday when there is heavier spectator traffic. The selected organization will be encouraged to assist with providing volunteers to assist with the event through staff, supporters, etc. Volunteers/Staff, as selected by the beneficiary should coordinate with each other to determine if they prefer to wear COTPMCO event staff shirts OR shirts representing the beneficiary. Either is acceptable.

- Set up a 10x10 booth including tent, table and chairs
- Provide volunteers for the food serving area (daily, breakfast/lunch)
- Provide volunteers for the motorcycle competition (scoring, judges, etc)



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Evening Events (March 7-9, 2018)

Each evening event is hosted by a partnering agency or a group of agencies. The selected organization should send representatives to each event to assist with nightly responsibilities. The beneficiary may also be asked to speak at the event, tell a success story or introduce someone who has benefitted from the beneficiary. Stories and families are welcome to attend (coordinate attendance #'s with the liaison).

- Distribute meal / drink tickets (if necessary) upon entry of each competitor
- Assist with serving meals (if necessary)
- Speak to the group about the beneficiary, may include introducing a family or someone impacted by the services.

Banquet Dinner (March 10, 2018)

The Annual Banquet is hosted on the final night of the event, hosted at the Courtyard Marriot® in Pflugerville. The evening includes an award ceremony for the competitors, silent auction, short presentation by each of the beneficiaries. The brief presentation may be by a staff member, volunteer or impacted family/child. The selected organization will also be asked to assist with drawing the winning raffle tickets. Outside of the few minutes of speaking we would like you to come and bring a few representatives to enjoy the evening.

- Send representatives to attend the dinner (please RSVP w/ #)
- Speak for 2-3 minutes on the organization's history and mission.

Post Funds Disbursement

Upon completion of the 2018 Capital of Texas Police Motorcycle Chute Out the Board of Directors will meet to finalize financial documentation and award funds to the respective organization. The Board of Directors requests that the beneficiary make themselves available for a check presentation either at a regular meeting, event or press conference within 3 months of the fund disbursement decision. The organization selected through this application process will receive 25% of the proceeds. Below are our past non-profit contributions;

- **1st Annual Capital of Texas Police Motorcycle Chute Out (2014)**
 - Wounded Warrior Project - \$5,000
 - Center for Child Protection - \$15,000
 - Travis County Sheriff's Citizen's Academy Alumni Association (bookkeeping) - \$500
- **2nd Annual Capital of Texas Police Motorcycle Chute Out (2015)**
 - The Sunshine Kids Foundation - \$7,500
 - Center for Child Protection - \$7,500
 - Travis County Sheriff's Citizen's Academy Alumni Association (bookkeeping) - \$1,000



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- **3rd Annual Capital of Texas Police Motorcycle Chute Out (2016)**
 - The Sunshine Kids Foundation - \$10,000
 - Center for Child Protection - \$10,000
 - Travis County Sheriff's Citizen's Academy Alumni Association (bookkeeping) - \$1,000
 - Remember the Fallen Heroes - \$200
- **4th Annual Capital of Texas Police Motorcycle Chute Out (2017)**
 - The Sunshine Kids Foundation – \$15,000
 - The Austin Crime Commission, benefitting the Hays County SO & Austin PD Explorers (selected through application process) – \$5,000
 - Travis County Sheriff's Citizen's Academy Alumni Association (bookkeeping) - \$1,000
 - Motor Officer Jason Harris Fund, Spartanburg PD - \$500
- **5th Annual Capital of Texas Police Motorcycle Chute Out (2018)**
 - The Sunshine Kids Foundation – 75% of the proceeds
 - TBD through application process by COTPMCO Directors – 25% of the proceeds
 - Travis County Sheriff's Citizen's Academy Alumni Association (bookkeeping, tentative) - \$1,000



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Please print clearly and complete the following application.

ORGANIZATION/BUSINESS INFORMATION

Today's Date: _____

Name of Organization/Business: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Phone Number: _____

Contact E-mail: _____

Is your organization/business: Non-profit _____ Tax ID# _____

Purpose/Mission of your organization/business:

PROPOSAL INFORMATION

1. Will your organization be able to fulfill the requirements in the following categories as defined on previous pages;
 - **Prep and Planning**
 - Attend monthly board meetings
 - Social Media blasts
 - Email blasts
 - Mail outs and informational flyers



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- Provide beneficiary logo (electronic format)
- Provide bag stuffers for competitor / sponsor bags
- **Practice & Competition Days**
 - Set up a 10x10 booth including tent, table and chairs
 - Provide volunteers for the food serving area (daily, breakfast/lunch)
 - Provide volunteers for the motorcycle competition (scoring, judges, etc)
 - Set up a 10x10 booth including tent, table and chairs
- **Evening Events**
 - Distribute meal / drink tickets (if necessary) upon entry of each competitor
 - Assist with serving meals (if necessary)
 - Speak to the group about the beneficiary, may include introducing a family or someone impacted by the services.
- **Banquet Dinner**
 - Send representatives to attend the dinner (please RSVP w/ #)
 - Speak for 2-3 minutes on the beneficiary's history and mission.

EVENT/FUND USAGE DESCRIPTION

1. Name of your event/expenditure/purpose/project where funds will be utilized:

2. Website address of your event/expenditure/purpose/project: _____

3. Purpose and goal of your organization and who benefits from your success:



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REQUIRED ATTACHMENTS

Along with the application (pages 5-7), please submit the following attachments:

- _____ List of Board of Directors/ Event Committee with contact phone numbers
- _____ W9 form for organization or representative to be reimbursed
- _____ Any other information you feel will support your application (project documentation etc)

APPLICANT CERTIFICATION

I hereby certify and affirm that I have read the entire information in this application packet and understand and will comply with all provisions therein; and that I intend to use the funding for the aforementioned event/expenditure/project within Hays, Travis or Williamson County (or a combination thereof)

Certified by: (signature) _____

Print Name: _____

Title: _____ Date: _____