



## Peterborough New Horizons Bands (PNHB)

**Date Issued:** November 9, 2016

**Title:** PNHB Concert Beneficiary Selection Guideline

**Purpose:**

To assist the PNHB Board in selecting a charity for the beneficiary of a PNHB concert event when there is more than one organization that is interested.

**Process:**

- Guideline is posted on the PNHB website.
- Interested organizations submit a written proposal to the PNHB Chair, Board of Directors.
- Board or committee reviews the written proposal against the criteria in the Guideline.
- Board or committee makes a recommendation and approves selection.
- Board or committee advises the organizations including the unsuccessful ones, who might be encouraged to submit again for the next concert.

**Proposals must contain the following information:**

**1. Background Information**

- Name of organization and main contact information.
- How proposal came about e.g. whether the PNHB approached the organization or the organization approached PNHB Board directly or indirectly through the membership.
- Purpose/mandate of organization and its main audience.
- How it is funded.

**2. Criteria for Evaluation**

That the organization:

- Submits a written proposal;
- Is a registered charity;
- Is local with a community focus (as opposed to national or international);
- Is visible within local community (is in the media occasionally, has marketing material);
- Promotes a worthwhile cause and has a large reach and/or impact on the community;
- Has the capacity to sell tickets (about 50);
- Demonstrates a willingness to have a spokesperson to speak for a few minutes at the concert;
- Indicates whether it has been a beneficiary of PNHB already within the past 5 years;

**3. Additional factors for PNHB to consider:**

- Whether another organization with the same or a similar cause has been a beneficiary of a PNHB concert within the past 5 years;
- Date of proposal might be a factor, if there are two or more equal quality proposals.

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Signed \_\_\_\_\_  
Secretary



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