



2018 Paradise Chocolate Fest Fund Distribution Policy

“Youth on the Ridge Community Foundation is dedicated to benefit non-profit organizations that provide educational, enrichment, recreational & leadership opportunities to youth on the Paradise Ridge.”

Introduction

Youth on the Ridge Community Foundation, Inc. / Paradise Chocolate Fest, by and through its Board of Directors, will disburse funds according to the following guidelines. Groups applying for funds should read the following carefully to determine whether they qualify for fund distribution and, if so, the best method to pursue possible funding. The Board of Directors reserves the right to amend this policy as it deems necessary to ensure the long-term financial stability of the fest, to meet a specific need, or to comply with provisions and requirements of state or federal law.

Definitions

1. **“Non-profit youth organizations”** – Any group organized and recognized by the State of California and the Internal Revenue Service as a tax exempt non-profit organization that, as one of its identifiable missions, serves youth on the Paradise Ridge in some capacity.
2. **“Youth”** – Under 18, or if 18 – must be enrolled in high school.
3. **“Operating Reserve”** – A fund allocation to maintain the short-term (year to year) viability of the Paradise Chocolate Fest.
4. **“Grant Reserve”** – A fund allocation taken from Distributable Funds of the Paradise Chocolate Fest to fund specific programs or projects of qualified beneficiaries at the discretion of the Board of Directors.
5. **“Distributable Funds”** – Net proceeds of the Paradise Chocolate Fest and all activities related to or held in the name of Youth on the Ridge Community Foundation / Paradise Chocolate Fest after all expenses are paid and excluding any funds the Board of Directors sets aside for specific purposes, which may but need not include: a foundational reserve, an operating reserve, and a grant fund reserve.
6. **“Volunteer Equity Program”** – A program used in many other festivals to allocate and apportion funds to qualified organizations based on the number of hours contributed by their volunteers multiplied by the calculated hourly rate for the Fest.
7. **“Beneficiary Chocolate Fest Representative/Liaison”** – Each beneficiary organization must be represented by a designated liaison at Fest Committee meetings to be held the 1st Thursday of each month, January thru May 6:00-7:00 pm. Beneficiary workshops will be held and event development, logistics, sponsors, marketing and volunteer updates will be reported and discussed at each meeting. It is the responsibility of the liaison to – 1) Ensure that completed applications and reports are submitted by due dates. 2) Communicate Fest information/updates to their organization’s leadership and members. 3) Manage recruitment of their organization’s Fest volunteers. 4) Assist Volunteer Chair in coordinating their organization’s volunteer positions at Fest events. 5) Develop opportunities within their organization to promote the Chocolate Fest to their membership and supporters, encouraging participation, support and attendance at the Festival.
8. **“Volunteer”** – Any member of the general public who donates his or her time at one of the following events: Paradise Chocolate Fest, Evening of Chocolate, Chocolate Chase, Chocolate Thunder &/or Tour ‘de Chocolate. Those supporting Chocolate Queen or King Candidates are not considered “volunteers” for the purpose of fund allocation under the Volunteer Equity Program. Volunteers must be minimum 12 years of age. Volunteers 12-17 must be supervised by adult(s) at all times. Additional Volunteer Equity opportunities in support of the success of the Chocolate Fest will be offered throughout the year at the discretion of the Board of Directors.
9. **“Hourly Rate”** – The hourly rate attributed to each volunteer will be determined by dividing the net Distributable Funds by the total number of qualified volunteer hours.

Policies

1. In determining distributable funds of the Paradise Chocolate Fest, the Board will exclude all operating expenses for the entire calendar year of the Fest (through December 31st). Expenses not yet incurred but anticipated, will be treated as if incurred by the end of the Fest.
2. The Board will establish and maintain two (2) fund reserves: Operating and Grant. The Operating Reserve will be funded to the level of the anticipated expenses of the corporation for six (6) months. The Board, by resolution, will set the amount of the reserve on an annual basis and if funds are “borrowed” from the reserve for any reason, the reserve will be replenished as soon as practicable. The Grant Reserve will be funded with a percentage of net funds from the Paradise Chocolate Fest. The Board, by resolution, will determine either the dollar amount or the percentage to be allocated to the Grant Reserve on or before June 30. After the two reserves have been funded, the net Distributable Funds will be allocated to qualified and approved organizations based on the hourly rate multiplied by the number of qualified hours (the Volunteer Equity Program).
3. Any organization that qualifies as a “non-profit youth organization” under the broad definition provided above may apply for either the Volunteer Equity or Grant program by completing the form(s) provided within the time frame detailed herein. However, mere qualification under the broad definition above does not guarantee approval by the Board, which retains the absolute right to decline to fund any application and no reason need be given for such denial. A limited number of Grants may be awarded to qualified organizations each year. Grant requests are not automatically awarded.
4. If an organization who serves both youth and adults applies for funding, they will be required to indicate which youth-serving program will benefit from funding and how funds will be separated from funds for general usage.
5. In order to benefit as many youth organizations as possible, qualified organizations participating in the Volunteer Equity Program may have their number of qualified hours capped. If hours are capped, volunteers will be given the opportunity to select an alternative organization to whom they wish to credit their hours.
6. Any organization receiving funds either through the Grant or Volunteer Equity Programs will be required to complete a Fund Usage report prior to December 31st to be eligible to participate in the following year’s fund distribution.
7. Youth on the Ridge Community Foundation/Paradise Chocolate Fest Board members, Chocolate Fest Queen & King Candidates and/or committee members may allocate up to 20 hours to a qualified organization. All other funds raised by candidates will be pooled and distributed according to the formulae described above.
8. The Board will follow the following time frame for Applications & Fund Distribution:
 - a. *January 4th – MANDATORY ORIENTATION for all Prospective 2018 Beneficiaries - Administrators & Fest Liaison.
*(this meeting may be waived for organizations that meet one-on-one with Fest Directors prior to this date)
 - b. January 16th - Applications close for Volunteer Equity Program & Grant Opportunity.
 - c. February 1st – 2018 Paradise Chocolate Fest Beneficiaries Announced to the Public!
 - d. March 15th – Applications close to apply to Volunteer for the Chocolate Fest, Evening of Chocolate, Chocolate Thunder, Chocolate Chase, Tour ‘de Chocolate and other Fest events. If additional volunteers are needed, organizations that have previously been approved will be given the opportunity to send additional volunteers.
 - e. June 30th – Gross proceeds of the Chocolate Fest will be determined. Funds received after this date will be placed into one of the reserves and not counted towards the Volunteer Equity Program.
 - f. June 30th – The Board will allocate funds to the Operating and determine the amount to be allocated between the Grant Reserve and net Distributable Funds to be distributed pursuant to the Volunteer Equity Program
 - g. September 1st – All funds allocated to the Volunteer Equity & Grant Opportunity Funds to be paid by this date.
 - h. December 31st – Report of fund usage by recipient organizations due by this date.

See Attached -

- **CRITERIA FOR QUALIFICATION OF VOLUNTEER EQUITY & APPLICATION**
- **CRITERIA FOR GRANT AWARD & APPLICATION**
- **2018 YOUTH GROUP SCHEDULE**



“Youth on the Ridge Community Foundation is dedicated to non-profit organizations that provide educational, enrichment, recreational and leadership opportunities to youth on the Paradise Ridge.”

CRITERIA FOR QUALIFICATION OF VOLUNTEER EQUITY DISTRIBUTABLE FUNDS 2018

• **Volunteer Equity Program** – Over 400 people in the Paradise community will volunteer for the Fest. Distributable funds will be allocated to qualified youth organizations based on the number of hours contributed by their volunteers. Funds will be multiplied by the calculated hourly rate for the Fest. The hourly rate attributed to each volunteer will be determined by dividing the net Distributable Funds by the total number of qualified volunteer hours.

• **Volunteer** – Any member of the general public who donates his or her time at one of the following events: Evening of Chocolate & Wine, Chocolate Thunder, Tour ‘de Chocolate or the Fest Day. Prospective **Volunteers must submit a completed application by March 15, 2018**, designating the non-profit youth organization that their volunteer hours are in support of. Those supporting queen or king candidates are not considered “volunteers” for the purpose of fund allocation under the Volunteer Equity Program. Youth volunteers must be 12-17 years of age, under the supervision of a qualified adult(s) at all times, and volunteer application must include Release signed by parent or guardian.

• **Volunteer Positions** - Needs will be determined by the Chocolate Fest committee, and volunteer positions will be contacted by April 1, 2018. Pursuant to Paradise Chocolate Fest insurance requirements, Volunteers must attend a mandatory orientation in order to participate as a volunteer at the Fest. Orientations have been scheduled on April 18, 6:00-7:00 pm and April 19, Noon-1:00 pm and 6:00-7:00 pm. Orientation will be held at Sierra Hall 6165 Center Street.

The Board of Directors has adopted the following criteria for use in selecting qualified charities. Charities submitting applications for consideration should be prepared to demonstrate how they meet the following criteria:

Nature of Charity – The charity shall provide educational, enrichment, recreational or leadership opportunities for children, under the age of 18. If 18 years of age, members must be enrolled in high school. “Any group organized and recognized by the State of California and the Internal Revenue Service as a tax exempt non-profit organization that, as one of its identifiable missions, serves youth on the Paradise Ridge in some capacity.”

Location of the Charity – The principal location of the charity and its activities shall be on the Paradise Ridge, CA

Funding Requests –

- Must submit a copy of 501(c) certificate.
- Must submit a completed Application for Support through the Paradise Chocolate Fest Volunteer Equity Program.
- *Organization Administrator or Program Director & Chocolate Fest liaison must attend a mandatory orientation meeting on Thursday, January 4, 2018 6:00 pm, Paradise Library, 5922 Clark Road.
- **Applications must be submitted by January 16, 2018 in order to be considered for funding.**
- **2018 Paradise Chocolate Fest Beneficiaries will be announced to the public February 1, 2018.**



**APPLICATION FOR SUPPORT
THROUGH CHOCOLATE FEST VOLUNTEER EQUITY PROGRAM**

Applications must be received by January 16, 2018 to be considered for distribution of funds through proceeds raised by the 2018 Paradise Chocolate Fest. Incomplete applications may not be considered.

ORGANIZATION INFORMATION

Name of Organization: _____ Director, Chairman or President: _____
Address: _____ Non-Profit Tax Exempt #: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____ Website Address (if applicable): _____
of Members served on the Paradise Ridge last year: _____ Additional youth served last year: _____
of Males Served: _____ # of Females Served: _____ # of Disabled Served: _____
Please list Percentage of Population Served: African American: _____ Asian – Pacific Islander: _____
Caucasian: _____ Latino: _____ Native American: _____ Other: _____

CONTACT INFORMATION

Name of Contact Person/Fest Liaison: _____ Address: _____
Phone Number: _____ Email Address: _____

CHOCOLATE FEST VOLUNTEER EQUITY PROGRAM

Over 400 volunteers will support the Paradise Chocolate Fest. Distributable funds will be allocated to qualified youth organizations based on the number of hours contributed by their volunteers or any member of the general public who donates his or her time at one of the following events: Paradise Chocolate Fest, Evening of Chocolate, Chocolate Chase, Chocolate Thunder &/or Tour 'de Chocolate. Prospective volunteers must submit a completed application by March 15, 2018, designating the non-profit youth organization that their volunteer hours are in support of. The charity shall provide educational, enrichment recreational or leadership opportunities to youth under the age of 18. If 18 years of age, members must be enrolled in high school. "Any group organized and recognized by the State of California and the Internal Revenue Service as a tax exempt non-profit organization that, as one of its identifiable missions, serves youth on the Paradise Ridge in some capacity."

ADDITIONAL INFORMATION

**Please provide a brief narrative of how organization serves youth on the Paradise Ridge.
(You may attach narrative to this application)**

Form completed by: _____

Signature: _____ Date: _____ Date Received: _____

**Please Send Completed Application by January 16, 2018 to –
Youth on the Ridge Community Foundation, Inc. • P.O. Box 2621 • Paradise, CA 95967
OR Chocolate Fest Office secured Drop Box - 5456 Black Olive Drive
530/342-4896 • info@chocolatefest.us • www.chocolatefest.us • IRS #27-0772654**



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CRITERIA FOR GRANT RESERVE DISTRIBUTABLE FUNDS

Grant Reserve – A fund allocation taken from Distributable Funds of the Paradise Chocolate Fest to fund specific programs and entities regardless of their actual participation in the Fest’s Volunteer Equity Program.

The Board of Directors has adopted the following criteria for use in selecting qualified charities. Charities submitting proposals for consideration should be prepared to demonstrate how they meet the following criteria:

- (a) Nature of Charity** – The charity shall provide educational, enrichment, recreational or leadership opportunities for youth.
- (b) Impact** – Consideration shall be given to the number of children benefiting from the annual allocation of funds, as well as the manner and extent to which such children will benefit.
- (c) Location of the Charity** – The principal location of the charity and its activities shall be on the Paradise Ridge, California.
- (d) Financial Capacity of the Charity** – The principal location of the charity should demonstrate a current need for funds and that prior funds and programs have been prudently managed. The charity should demonstrate that its general and administrative expenses are comparable to those of similar charities. It is not a criterion that the charity be currently under-financed.
- (e) Grant Requests** –
 - Must submit a copy of 501(c) certificate.
 - Must submit a completed Paradise Chocolate Fest Grant Request Application and Summary.
 - Applications are due January 16, 2018.

Follow-up – Each selected charity will be required to provide documentation on how money donated by Youth on the Ridge Community Foundation, Inc. was spent by December 31, 2017.

Determination of Grant Awards – It is important to note that a limited number of Grants may be awarded to youth organizations on the Ridge each year. Grants requests are not automatically awarded. The Board of Directors of Youth on the Ridge Community Foundation, Inc. holds careful and thoughtful discussion and deliberation in review of each Grant Request Application. Additionally, a comprehensive Score Sheet is used to ensure that all criteria is met and complete support information as outlined on this application has been provided. If additional information is needed in regard to distribution of Grants, please contact Paradise Chocolate Fest office – 530/342-4896.



PARADISE CHOCOLATE FEST GRANT REQUEST APPLICATION & SUMMARY

Applications must be received by January 16, 2018

ORGANIZATION INFORMATION

Name of Organization: _____ Director, Chairman or President: _____
Address: _____ Non-Profit Tax Exempt #: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____ Website Address (if applicable): _____
of Members served on the Paradise Ridge last year: _____ Additional youth served last year: _____
of Males Served: _____ # of Females Served: _____ # of Disabled Served: _____
Please list Percentage of Population Served: African American: _____ Asian – Pacific Islander: _____
Caucasian: _____ Latino: _____ Native American: _____ Other: _____

CONTACT INFORMATION

Name of Contact Person/Fest Liaison: _____ Address: _____
Phone Number: _____ Email Address: _____

GRANT REQUEST SUMMARY

(A brief, one-page description of your organization and a separate summary of the specific program for which you seek funding and the amount requested - no more than two pages. This summary should identify the specific use or uses to which you intend to apply the funds. If your proposal also depends on funds from one or more other sources, you should let us know what other arrangements you have made to secure those other funds. It is also useful for us to know how many children will be served through our grant, how they are selected, and any other information that shows the success of the kind of program you will run with the funding we provide)

ADDITIONAL INFORMATION

Budget for the program or project which you are applying for funding: \$ _____

Does the organization receive support from any government agencies or large charitable organizations, such as United Way? Yes No If yes, please explain: _____

Form completed by: _____

Signature: _____ Date: _____ Date Received: _____

It is important to note that a limited number of Grants may be awarded to qualified organizations each year. Grants requests are not automatically awarded.

Please Send Completed Application by January 16, 2018
Youth on the Ridge Community Foundation, Inc. • P.O. Box 2621 • Paradise, CA 95967
OR Chocolate Fest Office secured Drop Box - 5456 Black Olive Drive
530/342-4896 • info@chocolatefest.us • www.chocolatefest.us • IRS #27-0772654



2018 PARADISE CHOCOLATE FEST

Volunteer Equity & Grant Funding Schedule

12/31/17 2017 Funding Reports Due – (all 2017 Beneficiaries must submit completed Funding Report in order to apply for funds in 2017.

1/4 *MANDATORY ORIENTATION All 2018 Prospective Beneficiary Administrators & Fest Liaison must attend.

1/16 Applications to participate in Volunteer Equity Program &/or Grant Funding due

2/1 2018 Paradise Chocolate Fest Beneficiaries announced to the Public.

2/1 Chocolate Fest Meeting (youth organization liaison must attend)

3/1 Chocolate Fest Meeting (youth organization liaison must attend)

3/15 Chocolate Fest Volunteer Applications due

4/5 Chocolate Fest Meeting – (youth organization liaison must attend)

5/3 Chocolate Fest Meeting – (youth organization liaison must attend)

4/18 & 4/19 Volunteer Orientation – (all Fest volunteers must attend 1 orientation)

5/12 13th Annual Paradise Chocolate Fest

2018 Schedule of Events

Friday, May 11th ♥ An Evening of Chocolate, Wine & Brew!

7:00 – 10:00 PM • Paradise Community Park • Black Olive & Pearson Road, Paradise Tickets - \$50.00

Guittard Chocolate & Wine Pairings, Specialty Beer Tasting, Guest Chefs, Savory Appetizers and Artisan Food Samplings, Chocolate Fountain & Decadent Desserts, Chocolate Bar featuring Chocolate Martinis, Liqueurs, Craft Beers and specialty non-alcoholic coffee and chocolate drinks, Jazz Musical Entertainment, Silent Auction and more!

Saturday, May 12th ♥ Chocolate Pancake Breakfast

8:00-11:00 AM • Terry Ashe Park, Luther Drive off the Skyway in Paradise. Tickets \$5.00 p/p

Featuring delicious pancakes filled with Guittard Chocolate chips and topped with Guittard Chocolate syrup, sausages, fruit juices and coffee. After breakfast, enjoy a fabulous day at the Fest!

All About Books!

Regional authors, illustrators and publishers join the festivities of the 2018 Fest, in a fun-filled celebration. Connecting Authors, Illustrators & Publishers to the Community, Book Readings, Signings & Sales, Authors Panel & Youth Writing Contest.

Art in the Park!

Showcasing the rich mixture of works in a variety of mediums, exhibits, demonstrations and sales. Visitors to Fest will have the opportunity to admire and purchase from a wide variety of visual and fiber artists including chocolate-inspired paintings and drawings, wearables, home décor and more. Outdoor Gallery, Artists on Stage, High School Student Art Pavilion Marketplace

Beyond Fitness Chocolate Chase • 5 & 10 K Runs and 5 K Fun-Walk

Knowing chocolate is the prize will cause anyone to race for the finish line at the 13th annual Chocolate Chase! The race begins at Beyond Fitness parking lot, located at 7224 Skyway, and follows the historic Memorial Trail. A one-of-a-kind Chocolate Shoe, designed exclusively by Joy Lyn's Candies, will be awarded to winners of the 5 and 10 K Runs and 5 K Walk. Prizes will be awarded to division winners. Race Day Registration 6:30-7:30 a.m. • Race Time 8:00 a.m. Runners receive a free pass to the Chocolate Fest!

Chocolate Cuisine Challenge

This deliciously decadent competition is limited to the first 10 completed entry forms submitted by amateur "chocolate chefs" of all ages. Ribbons will be awarded to Grand Prize, 2nd and 3rd Runner-up, Best Presentation and Most Unique Use of Chocolate, with an especial prize presented to the Grand Winner. Judging begins 10:00 AM, Winners announced at 11:30 AM • Inside the Fest's Chocolate Candy Land. \$15.00 entry fee.

Saturday, May 12th ♥ 13th Annual Paradise Chocolate Fest! A Chocolate Extravaganza!

9:00 AM – 5:00 PM • Terry Ashe Park & Recreation Center, 6626 Skyway in Paradise

The Fest features Chocolate Candy Land where you can dip into decadence at the large chocolate fountain or visit chocolate booths and professional Chocolatiers with countless chocolate delicacies, desserts and confections for sale. Fest attendees may also enjoy a blast from the past by visiting fifties themed Lollipop's Old Fashion Ice Cream Shoppe, or taking a walk through the park and enjoying the musical concerts, Art in the Park, "All About Books" festival, craft, commercial and community booths and a wide range of delicious food selections.

A very special highlight of the festivities will be "Chocolate Royale!" the crowning of the 2018 Paradise Chocolate Fest Queen and King and a sweet Celebration for all to enjoy.

Young Fest goers will have great fun visiting the Kidz-Zone including giant inflatables, carnival games and prizes, costumed characters, face painting, arts & craft projects, contests, hands-on exhibits & demonstrations and musical entertainment and performances.

To celebrate a sustainable event, the 2018 Paradise Chocolate Fest presents "Green Scene Outdoor Classroom" with interactive learning stations, hands-on activities and exhibits. While the delicious, decadence of chocolate remains front and center in the minds of Fest visitors, organizers are proud to demonstrate how responsible planning and actions can make a huge difference while educating participants and attendees and enhancing the festivities.

Special events throughout the day include a Chocolate Pancake Breakfast, Chocolate Chase Fun Run/Walk, Chocolate Cuisine Challenge, Chocolate Pie Eating and Cookie Stacking Contests, Super Sensational Ice Cream Sundae Eating Contest, a variety of Musical Entertainment and much more fun for all.

For the convenience of Fest attendees – the Chocolate Fest offers complimentary "Park & Ride" Shuttle Service from designated lots to the Fest – providing 2,000 additional parking spots and all free parking. Plus, the B-Line Bus Service travels from Chico to Paradise and will drop attendees off right in front of the Chocolate Fest.

Admission - \$5.00 • Children 4 & Under – Free.

Admission Includes - Free Chocolate Samples! Free Chocolate Pie & Ice Cream Eating Contests!

Free Kidz-Zone Bounce House & Super Slide, Carnival Games, Crafts & Prizes!

Musical Concerts & Demonstrations! Free Raffle Prizes! Free Parking! Free Park & Ride Shuttle!

Saturday, May 19th ♥ Chocolate Thunder Motorcycle Run, Tri Tip BBQ & Rock & Roll!

Get ready to rev your engines and support youth organizations on the Paradise Ridge at the "Chocolate Thunder Motorcycle Run". All motorcycle enthusiasts are invited to join the fun! Participants will start their road rally at Sierra Steel Harley Davidson 1501 Mangrove Avenue, Chico, then travel to check-spots throughout Butte County including beautiful Feather River Canyon Hwy 70 to Scooter's Café, to Lake Oroville's Lime Saddle Marina for a noon-check-in. From there, riders will form an escorted parade up Pentz & Clark Roads to Paradise Elks Lodge for a BBQ, Rock & Roll and Awards! Includes Tri Tip Barbecue, Event Pin, Cash Prizes, Music, Refreshments & Lots of Chocolate! Check-in: 9:00 – 10:00 am. \$20 Rider / \$30 Couple.

Sunday, May 20th ♥ Paradise Tour 'de Chocolate Bike Ride!

Paradise Tour de' Chocolate is a recreational ride with three routes from which to choose. With a rolling start at Paradise Community Park, cyclists will follow the beautiful historic Memorial Trail through tall pines up to Paradise Lake for a rest-stop, chocolate treats & refreshments. Upon return to Community Park, riders will enjoy lunch on the green.

3 Routes – 1 Historic Memorial Trail (8 mi. r/t), Paradise Lake (15 mi. r/t), 3 Doon Grade Beyond the Lake (25 mi. r/t)

2017 Beneficiaries Included - Achieve Charter School, Boy Scouts Troops #316 & #770, Children's Community Charter School, Cub Scouts Pack 316, Evergreen 6 Academy, Girl Scouts, Gold Nugget Museum, Northern California Ballet, Paradise Charter Middle School, Paradise Dancers, Paradise Friends of the Library, Paradise High School Chorus, Paradise High School Girls Basketball, Paradise Host Lions Club, Paradise Piranhas Swim Team, Paradise Rotary Interact, Rainbow Girls, Ridgeview High School Rangers and Simple Gesture.

**For information, contact "Youth on the Ridge Community Foundation" Executive Director, Debbie LaPlant Moseley
530/342-4896 • debbie@chocolatefest.us • www.chocolatefest.us**