



**2012 Paradise Chocolate Fest
Fund Distribution Policy
Effective Date: 9/1/11**

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

Introduction

The 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. **“Foundation Reserve”** – A fund allocation for long-term viability of the Paradise Chocolate Fest and to establish a fund base from which interest can accrue and eventually be distributed to qualified groups.
5. **“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.
6. **“Distributable Funds”** – Net proceeds of the Paradise Chocolate Fest and all activities related to or held in the name of the 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.
7. **“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.
8. **“Volunteer”** – Any member of the general public who donates his or her time at one of the following events: Evening of Wine & Chocolate, Chocolate Thunder or the Fest Day. Those supporting queen 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.
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, including but not limited to salaries, will be treated as if incurred by the end of the Fest.
2. The Board will establish and maintain three (3) fund reserves: Operating, Grant, and Foundation.
3. 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.
4. The Foundation Reserve will be funded annually with an amount or percentage determined by the Board by resolution.
5. Unless and until both the Operating Reserve and Foundation Reserve are fully funded, there will be no further funds available for distribution. Once the Operating and Foundation reserves are fully funded, the Board will determine the Distributable Funds available for distribution to qualified organizations and will make this information generally available by June 30th each year.
6. 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.
7. After the three 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).
8. Any organization that qualifies as a “non-profit youth organization” under the broad definition provided above may apply for either the Grant or Volunteer Equity 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.
9. 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.
10. 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.
11. 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.
12. For now, it will be the policy of the Paradise Chocolate Fest to only fund organizations; individuals with specific needs must be “sponsored” by a qualified organization to apply for funding.
13. Paradise Chocolate Fest Board members and/or committee members may allocate up to 20 hours to a qualified organization.
14. Queen or King candidates may only allocate time spent volunteering at Fest events to a qualified organization; any such hours will be capped in the same manner as Board and Committee member hours (20). All other funds raised by queen candidates will be pooled and distributed according to the formulae described above.

15. The Board will follow the following time frame for fund distribution:

- a. January 15th - Applications close for Volunteer Equity Program.
- b. January 15th – Applications close for Chocolate Fest Grant opportunity.
- c. March 15th – Applications close to apply to Volunteer for Chocolate Fest, Evening of Wine & Chocolate and Chocolate Thunder. If additional volunteers are needed, organizations that have previously been approved will be given the opportunity to send additional volunteers.
- d. 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.
- e. June 30th – The Board will allocate funds to the Operating and Foundation Reserves and determine the amount to be allocated between the Grant Reserve and net Distributable Funds to be distributed pursuant to the Volunteer Equity Program
- f. September 1st – All funds allocated to the Volunteer Equity Fund to be paid by this date.
- g. September 1st – All funds allocated to the Grant opportunity to be paid by this date.
- h. December 31st – Report of fund usage by recipient organizations due by this date.

See Attached -

- **VOLUNTEER EQUITY CRITERIA & APPLICATION**
- **GRANT AWARD CRITERIA & APPLICATION**
- **YOUTH GROUP SCHEDULE**



“The Paradise Chocolate Fest is dedicated to benefit 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 2012

• **Volunteer Equity Program** – Over 100 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 or the Fest Day. Prospective **volunteers must submit a completed application by March 15, 2012**, 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, 2012. Volunteers must attend mandatory orientation on April 11, Noon-1:00 pm or April 11, 6:00-7:00 pm in order to participate as a volunteer at the Fest.

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 directly or indirectly 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.
- **Applications must be submitted by January 15, 2012 in order to be considered for funding.**



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

Applications must be received by January 15, 2012

to be considered for distribution of funds through proceeds raised by the 2012 Paradise Chocolate Fest

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: _____ Address: _____
Phone Number: _____ Email Address: _____

CHOCOLATE FEST VOLUNTEER EQUITY PROGRAM

Over 100 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: Evening of Wine & Chocolate, Chocolate Thunder or the Fest Day. Prospective volunteers must submit a completed application by March 15, 2012, designating the non-profit youth organization that their volunteer hours are in support of. The charity shall be directly or indirectly 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 To –
Paradise Chocolate Fest, Inc. • P.O. Box 26421 • Paradise, CA 95967
530/342-4896 • info@chocolatefest.us • www.chocolatefest.us**



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

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:

Nature of Charity – The charity shall be directly or indirectly involved with providing educational, enrichment, recreational or leadership opportunities for youth.

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.

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

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.

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 15, 2012.

Follow-up – Each selected charity will be required to provide documentation on how money donated by The Paradise Chocolate Fest Inc. was spent by December 31, 2012.



PARADISE CHOCOLATE FEST GRANT REQUEST APPLICATION & SUMMARY

Applications must be received by January 15, 2012

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: _____ 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

Total Donations received last year: \$ _____ Budget of organization last year: \$ _____

Is organization a 501c? Yes No
(Please submit copy of 501c certificate)

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: _____

Please Send Completed Application To –
Paradise Chocolate Fest, Inc. • P.O. Box 26421 • Paradise, CA 95967
530/342-4896 • info@chocolatefest.us • www.chocolatefest.us



2012 PARADISE CHOCOLATE FEST

Volunteer Equity & Grant Funding Schedule

- 1/15 Applications to participate in Volunteer Equity Program &/or Grant Funding due
- 2/1 2012 Youth Organization Beneficiaries announced
- 3/1 Chocolate Fest Meeting – (youth organization rep must attend)
- 3/15 Chocolate Fest Volunteer Applications due
- 4/5 Chocolate Fest Meeting – (youth organization rep must attend)
- 4/11 Volunteer Orientation – (all Fest volunteers must attend 1 orientation) Noon – 1:00 & 6:00-7:00
- 5/3 Chocolate Fest Meeting – (youth organization rep must attend)
- 5/12 7th Annual Paradise Chocolate Fest

2012 Schedule of Events

Friday, May 11th ♥ Evening of Wine & Chocolate, “A Taste of the Sweet Life”

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

Guittard Chocolate & Wine Pairings, Specialty Beer Tasting, Wine Auction, Savory Appetizers and Artisan Beer & Food Samplings, Guest Chef, Chocolate Fountain & Decadent Desserts, Chocolate Paradise Martinis, Jazz Musical Entertainment ... Tickets available at Coco Amatrice, Darlene's Fine Chocolates, Ice Cream & Joy Lyn's Candies , PIP Printing or contact 530/342-4896.

Saturday, May 12th ♥ Beyond Fitness Chocolate Chase • 5 K Walk & 5 or 10 K Run

Knowing chocolate is the prize will cause anyone to race for the finish line at the 5th annual Chocolate Chase!

Sponsored by Beyond Fitness, the race begins in their 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 in Paradise, will be awarded to each male and female winners of the running events. Medals will be awarded to division winners. Race Day Registration 7:00 AM • Race Time 8:00 AM Pre-Registration Adults \$20.00 12 & Under \$15.00 Late Registration Adults \$25.00 12 and Under \$20.00 For Additional Information contact John Touchette in Paradise, 877-7500.

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!

Tickets available at Coco Amatrice, Darlene's Fine Chocolate's, Joy Lyn's Candies and PIP Printing.

Saturday, May 12th ♥ Chocolate Cuisine Challenge

Judging begins 10:00 AM, Winners announced at 11:30 AM • Veteran's Memorial Hall, Terry Ashe Park, Skyway \$15.00 entry fee – Amateur & Kids (12 and under) categories - Applications due by May 1st, 2012.

Join the fun and festivities of the Paradise Chocolate Fest as a participant in the Chocolate Cuisine Challenge.

Entries are limited to the first 10 completed entry forms per category. Ribbons will be awarded to Grand Prize, 2nd and 3rd Runner-up, Best Presentation and Most Unique Use of Chocolate, with a special prize presented to the Grand Winner in each category.

Saturday, May 12th ♥ 7th Annual Paradise Chocolate Fest! A Chocolate Extravaganza!

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

“The Paradise Chocolate Fest is the place to indulge your love of all things chocolate!”

Experience a chocolate paradise on the Paradise/Magalia ridge nestled among tall green pines in the foothills of the Sierra Nevada Mountains and overlooking the Sacramento Valley. It's in this community that strikes the perfect balance between its Gold Country historical past and all the comforts of today's living that a small group of individuals with big hearts and a love of chocolate are coming together once again to plan the seventh annual international award-winning Paradise Chocolate Fest benefiting non-profit youth organizations on the Paradise Ridge.

Past winner of two international awards at the Retail Confectioners International Chocolatiers Convention and Expo held in Hershey, Pennsylvania, the Paradise Chocolate Fest is the place to indulge your love of chocolate. The 2011 Paradise Chocolate Fest attracted more than 6,000 attendees and the 2012 Paradise Chocolate Fest promises to be even more exciting by offering plenty of sugar-coated fun for the whole family.

The Fest will be held Saturday, May 12 at Terry Ashe Park on the Skyway in Paradise from 9 a.m. to 5 p.m. 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. Visitors can stroll down Bittersweet Lane or walk up Sugar Tooth Street while savoring delicious chocolate treats. Fest attendees may also enjoy a blast from the past by visiting fifties themed Lollipop's Old Fashion Ice Cream Shoppe, or simply taking a walk through the park and enjoying the musical entertainment, fine art and craft booths and a wide range of food selections.

A very special highlight of this year's festivities will be “Chocolate Royale!” the crowning of the 2012 Paradise Chocolate Fest Queen or King with a sweet celebration for all to enjoy.”

Young Fest goers will have great fun visiting Kidz-Zone including giant inflatables, carnival games, costumed characters, clowns, face painting, musical entertainment and interactive chocolate arts & craft projects.

To celebrate a sustainable event, the 2011 Paradise Chocolate Fest is dedicated to Zero Waste. While the delicious, decadence of chocolate remains front and center in the minds of Fest visitors, organizers are proud to continue their partnership with Northern Recycling & Waste Services to demonstrate how responsible planning and actions can make a huge difference while 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 Spoon-Feeding Contest, a variety of Musical Entertainment and live chocolate demonstrations. Enjoy chocolate in all its many splendors!

Fest Admission - \$4.00 • Children 4 & Under – Free .

Admission includes children's games, contests, chocolate candy, art show, musical concerts, opportunity drawing and much more! For additional information, contact Debbie LaPlant Moseley, 530/342-4896.

Saturday, May 19th ♥ Chocolate Thunder Motorcycle Run

8:30-9:30 AM Check-In \$15 Rider / \$25 Couple

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 the Town of Paradise “Park & Ride”, 6241 Skyway (adjacent to the Boys & Girls Club) on the Paradise Ridge and travel to check-points throughout beautiful Butte County, to Lake Oroville's Lime Saddle Marina for a noon-check-in. From there, riders will form a parade up the Skyway in Paradise ending at Calvary Chapel in Magalia. Run includes Barbecue, Event Pin, Cash Prizes, Music, Refreshments at each stop and Lots & Lots of Chocolate! For information, contact Debbie LaPlant Moseley, 530/342-4896.