



Charlie Sisitsky, Mayor
Michael A. Tusino III, Chief Operating Officer

OFFICE OF THE MAYOR
Memorial Building, Room 213, 150 Concord Street, Framingham, MA 01702
www.framinghamma.gov

2023 Team Framingham Boston Marathon Charity Application Guiding Principles

- Charities to benefit from Team Framingham 2023 fundraising will be selected by random drawing lottery. Five charities will be chosen for the 2023 race.
- Charities will be accepted into the lottery by submitting a complete and verifiable charity application in advance of the submission deadline.
- Charities that obtain entries into the Boston Marathon directly through the Boston Athletic Association's official charity program are not eligible to participate in Team Framingham.
- All funds raised through the Team Framingham Boston Marathon program must be applied to programs that directly impact the Framingham community.
- Approved, eligible applicants will each receive one entry chance in the random drawing.
- Selection in the 2023 lottery is valid for the 2023 race only, for the selected charity only. Selection is non-deferrable and non-transferrable.
- Prior to applying, please be aware of the following expectations for selected charities:
 - Attend required charity orientation, date TBD, likely in December.
 - Establish and manage the online fundraising campaign on the required online platform, following specific instructions from the Boston Athletic Association and Team Framingham Steering Committee.
 - Actively oversee and reconcile runner fundraising, including troubleshooting and working directly with platform tech support as needed.
 - Actively support their runners' fundraising efforts by making donor introductions, using connections to encourage donations, planning fundraising events, etc.
 - Send at least one representative to each team meeting (to be held every 4-6 weeks).

- Secure \$500 worth of banner sponsorships for *each* of your runners (either \$500 from a single sponsor who gets organization name and logo on both sides of the banner, OR \$250 from 2 sponsors who each get their organization name and logo on a single side of the banner). Charities will be responsible for identifying the banner sponsors, coordinating the online donations, collecting and providing sponsor logos and runner photos to Team Framingham in accordance with Team Framingham banner program guidelines and deadlines.
- Manage at least one water stop during Team Framingham training runs, to be coordinated with the other charities.
- **Selection in the lottery does not guarantee assignment of Team Framingham runners or fundraising.** By law, the Team Framingham Steering Committee is not allowed to require runners to select any specific charity and cannot steer them toward any charity. Note that in past years, there have been charities with 10+ runners and others with one or two. To date, there has not been a situation where a charity had zero runners, but this is possible, and no intervention is allowed to influence runner decisions.
- Charities will be given the opportunity to engage with runners and provide information about their programs. The format will depend on whether we are able to hold in-person meetings. Further instruction will be provided later.
- Selection in the 2023 lottery does not guarantee or prevent a charity from participation in Team Framingham in future years.

Please complete and review your application carefully! Applications that are incomplete or contain materially incorrect information will not be considered. It is the applicant's responsibility to ensure accuracy and completeness.

APPLICATION DEADLINE: applications must be received no later than 4:00 PM, Thursday, November 10, 2022

RANDOM DRAWING LOTTERY: Thursday, November 17, 2022, 7:00 PM*

Please email teamframinghammarathon@gmail.com or drop off or U.S. mail to Jennifer Nall, Marathon Bibs, Mayor's Office, Room 213, Memorial Building, 150 Concord St. Framingham MA 01702.

If unable to confirm the organization's eligibility, Team Framingham reserves the right to request the following information from charity applicants, so please ensure you have them available for immediate submission if needed:

- ✓ Articles of Organization with all amendments.
- ✓ Annual Report filed with Secretary of the Commonwealth within past three years.
- ✓ Copy of either:
 - IRS 501(c)(3) Determination Letter
 - IRS 501(c)(3) updated Affirmation Letter

The IRS recommends obtaining an updated Affirmation Letter by calling 1-877-829-5500 and selecting #4 on the automated answering menu to speak with a representative.

Organization name:	
Organization headquarters address:	
Organization's physical location in Framingham:	
Organization's internet website link:	
Massachusetts Attorney General Account Number - available on the MA AG charity website: https://www.mass.gov/information-for-existing-charities	
Federal Tax ID Number (FEIN):	
T-shirts: each charity can receive 2 team t-shirts. Indicate Male/Female cut <u>and</u> XS-XXL sizing	1. 2.
Primary contact person's information:	Name: Title: Telephone: Fax: Cell: Email:
Organization's I.R.C. Section 501(c)(3) purposes (check all that apply):	<input type="checkbox"/> Animal protection <input type="checkbox"/> Arts and culture <input type="checkbox"/> Education (children) <input type="checkbox"/> Education (adult) <input type="checkbox"/> Elders/Seniors <input type="checkbox"/> Eliminating prejudice and discrimination <input type="checkbox"/> Food and Nutrition <input type="checkbox"/> Health and Safety <input type="checkbox"/> Library <input type="checkbox"/> Parks and public spaces <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Veterans

Describe the purpose of your organization and how the funds raised through Team Framingham will directly benefit the Framingham community:

I/we have read and understand the guiding principles provided with this application form (please sign):

Signature:

The random selection will be held on **Thursday, November 17, 2022, at a time and place to be announced. It will be held in the evening and will be open to the public. Charity applications must be completed in full to be included. Applications not completed in full will be returned to the applicant.*