



# REQUEST FOR SUBMISSION 2020 NONPROFIT EVENT GIVEAWAY

*\*SUBMISSIONS MUST BE RECEIVED NO LATER THAN  
MONDAY, OCTOBER 2ND, 2020 AT 5:00PM\**

As a nonprofit organization, you understand the value of fundraising and building relationships with those that can give. Catering by Design and Decor by Design are once again in the unique position to donate our services to a deserving organization within the Metro Denver Community. We are proud to uphold our philanthropic duty and excited to give back to the community that has helped us thrive for over two decades.

Catering by Design and Decor by Design are brands of By Design Collective. In business since 1996, our company has grown to offer clients services beyond the plate and has been fortunate to provide these services to top companies, nonprofit organizations and private individuals throughout the country. By Design Collective is owned and operated by Cade and Ingrid Nagy who have a passion about catering and design and look forward to sharing that passion with you. More information can be discovered at [www.bydesign-collective.com](http://www.bydesign-collective.com).

We ask that you review the following packet of information and submit all of the requested information via email or mail no later than 5:00 pm on Monday October 2, 2020. Please note that all qualified organizations that apply will receive a special 15% discount (towards your choice of the catering menu or décor elements) on a qualifying event if they are not chosen as the winner, so it pays to submit! To learn more about the giveaway and its success stories, visit [www.bydesign-collective.com/about/community](http://www.bydesign-collective.com/about/community).

## OVERVIEW

## OBJECTIVE

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We realize the impact local nonprofits have for both our home community and our nation at large. Because of this, we want to donate our services, with a value of up to \$20,000 worth of catering/event/décor to a deserving nonprofit organization located in the Metro Denver Community.

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A panel of community leaders, clients and past beneficiaries will once again select this year's recipient. The judges will look for a deserving nonprofit organization that supports innovative philanthropy, raises public awareness, increases the charitable giving in the Metro Denver Community, and one who can demonstrate how this giveaway could positively impact their organization. A full list of our selection committee will be made public once the selection process has concluded and a recipient has been awarded.

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- ♥ Your entry submission must be received no later than Monday, October 2, 2020 at 5:00pm
- ♥ To mail: Address to 11095 East 45th Avenue, Denver, Colorado, 80239 c/o "Non-Profit Giveaway"
- ♥ To email: Send to [giveaway@bydesign-collective.com](mailto:giveaway@bydesign-collective.com) with "Non-Profit Giveaway" in the subject line
- ♥ As submissions are received, they will be checked for completion only. Should an incomplete submission be found, the organization will be contacted and given until 5:00pm on Monday October 2, 2020 to submit additional materials. Note: All highlighted "required sections" must be completed. Only completed submissions will be given to the judges for consideration.

## WHO WILL BE CHOSEN

## HOW TO ENTER



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WINNING  
EVENT  
CRITERIA

The \$20,000 in-kind services will be contributed to one single event hosted on one date that takes place between July 1, 2021 and October 31st, 2022. The \$20,000 can only be applied towards products owned by Catering by Design and Decor by Design. (i.e.: food, staff, service charges, as well as floral and décor options). The recipient's event must take place at one of the many venues Catering by Design and Decor by Design are allowed to operate and our team is also happy to assist in finding the ideal venue for the occasion. If you have already contracted an event with Catering by Design and/or Décor by Design that falls between the dates of July 1, 2021 and October 31st, 2022, you are still eligible to apply for this giveaway. Should your organization be chosen, the grant will be credited toward the contracted event.



CONTACT  
US

All questions related to this request for submission must be directed to the attention of Syd Sexton, General Manager, 303.781.5335 or [syd@bydesign-collective.com](mailto:syd@bydesign-collective.com). Telephone inquiries are to be restricted to clarification of the Request for Submission; all other inquiries must be in email format and will be shared with all potential respondents, as appropriate.



SUBMISSION  
PROVISIONS  
&  
CONDITIONS

All entries must be submitted with the form provided and in accordance with all terms, conditions, specifications, and stipulations contained herein. Respondents shall read and understand all terms, conditions, specifications, and stipulations contained in the Request for Submission.

All entries must be signed by a duly-authorized official of the organization. The completed and signed entry form (together with all required attachments) must be returned on or before the due date and time specified.

All participating respondents, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of the Request for Submission as stated or implied herein. Any alteration, erasure or interlineations by the respondent in this Request for Submission shall constitute cause for rejection.

All respondents are required to complete all the information requested in this Request for Submission. Failure to do so may result in the disqualification of the submission.



ETHICAL  
STANDARDS

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other capacity in any proceedings of the application process, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or to any solicitation or Request for Submission therefore.

In the event that any gratuities or kickbacks are offered or tendered to any By Design Collective employee or representative, the submission response shall be disqualified and shall not be reinstated.



# REQUEST FOR SUBMISSION 2020 NONPROFIT EVENT GIVEAWAY SUBMISSION

REQUIRED SECTION 1 OF 6. RETURN THIS PAGE WITH SUBMISSION

NAME OF NON-PROFIT  
ORGANIZATION:

D.B.A (if  
applicable):

SUBMISSION  
CONTACT & TITLE:

ADDRESS:

TELEPHONE:

EMAIL:

WEBSITE:

EXECUTIVE  
DIRECTOR:

BOARD OF  
DIRECTORS:

BY:

SIGNATURE:

REQUIRED  
INFORMATION

**Please attach separate documents for sections 2-6. PDF or Word are acceptable.**

**REQUIRED SECTION 2 OF 6:**

**ORGANIZATION OVERVIEW:** Please tell the judges about your organization. Be sure to include the following details in your presentation:

- ♡ Number of years in operation
- ♡ Mission or Vision Statement
- ♡ 2021 - 2022 goals
- ♡ Description of the community your organization serves
- ♡ Description of the area your organization covers
- ♡ Additional supporting materials and collateral about your organization are welcome but not required

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**REQUIRED SECTION 3 OF 6**

**EVENT OVERVIEW:** Please describe to the judges the event in which you would use the \$20,000. This may be an existing event or a new event you hope to create. Remember - Catering by Design and Decor by Design are known for creativity and over the top events, so do not hold back!

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**REQUIRED SECTION 4 OF 6**

**INFRASTRUCTURE:** Please describe for the judges your organization's infrastructure; specifically, your development team and how they would promote this event. We would like to ensure the organization has the ability to support the planning and execution of a large successful event.

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**REQUIRED SECTION 5 OF 6**

**SUCCESS STORY:** We want to hear about a previous success story (or stories) from a past event

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**REQUIRED SECTION 6 OF 6**

**ORGANIZATION OVERVIEW:** Finally, please tell the judges why your organization is deserving of this giveaway and the impact it would have on you.

**ADVICE**

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**FROM PREVIOUS JUDGES PANELS:** Please do not send video links as we are not able to view them during the judging process. Originality in the design of your proposal and presentation is definitely encouraged!

