



THINK YOU CAN THROW AN EXTRAORDINARY EVENT?

Calling all event planners, marketers, fundraisers, community organizers, creative geniuses and hosts with the most to plan, organize and lead our newest third-party fundraiser!

CALL FOR

SUBMISSIONS

WE WANT YOU!

ARE YOU KNOWN FOR YOUR PARTY PLANNING PROWESS? DO YOU HAVE STRONG LEADERSHIP AND PLANNING SKILLS? LOOKING TO SUPPORT YOUR COMMUNITY, WHILE BUILDING YOUR PORTFOLIO AND EVENTS EXPERIENCE? WHETHER YOU ARE A STUDENT, PROFESSIONAL OR OUR KEEN AMATEUR WITH HEART, HABITAT NEEDS YOU, AND WANTS TO SUPPORT YOUR EFFORTS!

Be the extraordinary change...

Habitat GTA invites Third Party event proposals from volunteers or groups eager to express their creativity and host an event on Habitat's behalf. Participation allows you to flex your event planning muscles, while helping to create brighter futures for families in need. 100% of the proceeds will support the construction of Habitat homes in the Greater Toronto Area.*

We want to hear your ideas! If chosen, you will be expected to manage the event from start to finish. But you won't be alone. We'll support your efforts with access to fundraising expertise, in-house resources and an operating budget of up to \$3,000!

*NOTE: HABITAT GTA IS SEEKING VOLUNTEERS AND PRO BONO SUPPORT. CONSIDERATION WILL BE GIVEN TO COVERING DIRECT EVENT COSTS; HOWEVER, NO PAYMENT WILL BE MADE FOR THE ORGANIZER'S TIME OR EXPERTISE.
WE THANK YOU FOR YOUR KIND SUPPORT!

Get Creative!

- FASHIONSHOW
- OFFICEOLYMPICS
- SPEAKERS SERIES
- BOAT CRUISE
- BENEFIT BBQ
-AND MORE!

PERKS OF THE GIG

- Challenge yourself with a unique and exciting way to better your community
- Gain valuable event planning and execution experience with guidance and budgetary support
- Build your portfolio with proven volunteer and event management skills
- Alignment with a high profile and widely respected charity
- Opportunity for you or your group to build with Habitat GTA
- Opportunity to network with other creative geniuses
- Recommendation or reference letter
- Certificate of Appreciation
- Invitation to Habitat GTA's Volunteer Appreciation Night
- Completion of volunteer hours for school or work
- Labour of love, warm fuzzies, and fun!

JOIN THE 10,000
VOLUNTEERS WHO
CONTRIBUTE OVER
100,000 HOURS EACH
YEAR TO SUPPORTING
HABITAT FOR HUMANITY GTA!

**THAT'S
THE DEAL!**



WE'RE HERE TO HELP YOU MAKE IT HAPPEN!

Types of support available to you:

- *Guidance from Habitat's fundraising and event professionals.*
- *Online fundraising and registration platform.*
- *Access to meeting rooms and event supplies (pop up tents, signage, volunteer t-shirts, etc.)*
- *Promotional support through Habitat's website, social media and e-newsletter.*
- *Charitable tax receipts to donors (\$20 minimum) and donation forms.*
- *Access to up to \$3,000 budget.*
- *And more!!!*

***THE FINE PRINT**

SUPPORT AVAILABILITY WILL BE DETERMINED ON A CASE BY CASE BASIS.
TOTAL COMBINED FUNDING OF \$3,000 WILL BE AWARDED TO 1-3 SUBMISSIONS.
EVENT MUST MAINTAIN A MAXIMUM 20% COST OF FUNDRAISING RATIO.
SOME ITEMS ARE BASED ON AVAILABILITY OR EVENT TYPE.
SOME RESOURCES MAY ONLY BE AVAILABLE IN TORONTO OR BRAMPTON OFFICES.

**CHECK OUT
OUR HELPFUL
DOCS FOR A
DETAILED
LIST OF
AVAILABLE
RESOURCES**

WHAT WE WANT TO SEE IN YOUR PROPOSAL!

Proposals must include the following information:

- ▶ Name, date(s) and time(s) of proposed fundraiser.
- ▶ Fundraiser description (explanation of the event and how funds will be raised).
- ▶ Proposed timeline (include milestones, e.g. sell this many tickets by this date).
- ▶ Location(s) of the event (event must take place within Habitat GTAs boundaries).
- ▶ Anticipated participation (estimate how many people you expect to participate and the events target audience or population segment).
- ▶ Description of event promotion (posters, online, newsletters, etc.)
- ▶ Types of support or assistance requested from Habitat GTA (e.g. promotion, guest speakers, event supplies, etc.)
- ▶ Type of volunteer support needed (include description of tasks).
- ▶ Your or your group's contact information (list name, address, phone and email for all members).
- ▶ List of any secured or prospective funding (e.g. dollars for doers, corporate matching, school project budget, etc.)
- ▶ A cover letter explaining your (or your group's) interest in working with us and experience with event planning or fundraising.
- ▶ Budget (sample enclosed)
- ▶ Appendices welcome

*Submit proposals to
Sally Ding
Events Officer
(sally.ding@habitatgta.ca)*

THIRD PARTY EVENT PROPOSAL SUBMISSION GUIDELINES

- ▶ *Proposals will be accepted on an ongoing basis.*
- ▶ *Proposals will be evaluated triannually: February, June, October.*
- ▶ *Proposals should be no longer than 5 pages excluding budget and appendices.*
- ▶ *Proposals should be submitted in PDF. format.*
- ▶ *Enclose a detailed budget inclusive of all direct costs.*
- ▶ *Unless otherwise negotiated, all event revenue, content and collateral will become the sole property of Habitat for Humanity GTA.*
- ▶ *Proposals must abide by Habitat for Humanity's third party event agreement.*
- ▶ *Interviews will be held after each round of approvals.*

HERE'S WHAT WE'RE LOOKING FOR...

Project(s) will be awarded support based on a thorough evaluation of creativity, achievability, required resources, projected revenue, mission alignment, community engagement, and overall awesomeness!





ABOUT US

Habitat for Humanity Greater Toronto Area (Habitat GTA) is a non-profit housing organization that mobilizes volunteers and community partners to provide affordable housing and promote homeownership as a means to breaking the cycle of poverty. One hundred percent of all administrative and fundraising costs are paid for by the operation of our ReStores so that every donated dollar goes directly to home building. Habitat ReStores sell new and gently-used donated building and household products.

Since 1988, Habitat for Humanity Greater Toronto Area has partnered with thousands of volunteers and organizations, building over 270 homes for families in need of affordable housing. Every 5.5 minutes, Habitat for Humanity helps a family improve their housing situation somewhere in the world.

Why we're doing this!

- **VISION:**

A WORLD WHERE EVERYONE HAS A SAFE AND DECENT PLACE TO LIVE.

- **MISSION:**

TO MOBILIZE VOLUNTEERS AND COMMUNITY PARTNERS TO PROVIDE AFFORDABLE HOUSING AND PROMOTE HOMEOWNERSHIP AS A MEANS TO BREAKING THE CYCLE OF POVERTY.



**TOGETHER WE CAN BREAK
THE CYCLE OF POVERTY**

CONTACT US!

SALLY DING
EVENTS OFFICER
HABITAT FOR HUMANITY GTA
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TORONTO, ON M4A 1X9
T. 416-775-7353 X 256
E. SALLY.DING@HABITATGTA.CA

*Got questions?
Contact us anytime!*



HELPFUL DOCS

VISIT OUR COMMUNITY FUNDRAISING HUB

WWW.HABITATGTA.CA/COMMUNITYFUNDRAISING

**GO TO THE 'TOOLS, TIPS, AND FORMS' SECTION AND
DOWNLOAD THE SAMPLE BUDGET AND
HABITAT GTA'S THIRD-PARTY EVENT GUIDELINES**

We can't wait to hear your extraordinary event idea!