



Napa Valley CanDo's Give!Guide 2026 Application

Requirements, Guidelines and Application

APPLICATION REQUIREMENTS

- **IRS Recognition**

Must be a 501(c)(3) non-profit organization (NPO) recognized by the IRS (or fiscally sponsored by one) for at least two years.

NOTE: Applications from individual schools, personal scholarships, religious institutions*, political organizations, or memorial funds cannot be accepted.

*Exception: Religious institutions may qualify if offering secular public programs with funds exclusively restricted to those purposes.

- **Compliance Requirements:**

Must be current with both the Federal and State NPO tax-exempt compliance filings, including:

- IRS tax-exempt filing (annually)
- California Registry of Charities and Fundraisers (annually)
- California "Statement of Information" (every two-years)

Visit the [CalNonprofit NPO Compliance Checklist](#) on the [CalNonprofit website](#) for details.

- **Program Scope**

- Must have a dedicated program(s) in Napa County that serve local residents.
- All funds raised through the Give!Guide must be used exclusively for Napa County public programs and services.

- **Returning NPOs**

Are welcome to apply and must be in good standing with the Give!Guide from prior years.

SUBMIT THE APPLICATION ONTIME & ONLINE:

Application period **opens May 28 and closes June 30, 2026 at 11:59 pm**. Any applications submitted after the deadline will not be accepted, no exceptions. Application submission is done online and a confirmation receipt will be sent via email to the main contact listed on your application.

ATTEND TWO MANDATORY MEETINGS:

Failure to attend both meetings may result in an NPO being disqualified from Give!Guide participation.

Orientation Meeting - May 28. All applicants must attend at least one, and are welcome to attend both:

- **Newbies 10:30 am – 12:00 pm.** For NPOs new to the Give!Guide, returning, or has new personnel.
- **Veterans 1:00 pm – 2:00 pm.** For NPOs that were featured in the Give!Guide last year.

Count Down Meeting – September 3, 10:30 am – 12:00 pm. For all accepted applicants.

Please feel free to contact us if you have any questions about eligibility - GiveGuide@NVCanDo.org

SELECTION PROCESS

Selection Committee:

All applications are read and evaluated by the Give!Guide selection committee which is made up of members of the community as well as Give!Guide team members.

Each year, the goal of the Give!Guide is to include a cross section of nonprofit organizations by selecting a mix of:

- 1) Organization sizes (*small to large*)
- 2) Diverse focus areas (*characterized by the 7 Give!Guide categories*)
- 3) Representation of as many Napa County localities as possible
- 4) Organizations that are new to the G!G as well as 'veteran' participants.

Priority consideration may be granted to achieve this balance.

Returning nonprofits: Please note that a history of missed deadlines, and/or a lack of participation in prior year Give!Guide campaigns may impact your application score for this selection process.

APPLICATION OVERVIEW

The CanDo Give!Guide application consists of two parts:

Part A – NONPROFIT PROFILE

Responses in this section provide general organizational information to help us verify eligibility, learn more about your organization, and gather contact information for your Give!Guide campaign team.

Part B – CORE QUESTIONS

Responses in this section will be reviewed by the selection committee, and one question will be scored. If your organization is selected, your answers will be featured on your NPO's Give!Guide profile page as submitted.

Please provide responses that are clear, concise, engaging, and donor-ready.

Reminders: Responses that exceed the posted word limits cannot be accepted. Please check your word counts before submitting.

TIP: *We recommend drafting your answers offline first. Copy the questions into a Word document and take time to prepare thoughtful responses using language from your website, marketing materials, or outreach content. When finished, paste your final answers into the online application form.*

Before submitting your application, be sure to save a copy for your records.

Need help writing your Core Questions?

Review a couple nonprofit profiles from last year's [CanDo Napa Valley Give!Guide](#) for inspiration, writing styles, and formatting examples. Additional tips and guidance will also be shared during the Orientation Meeting.

ACCEPTANCE NOTIFICATION

All applicants will receive notification of their acceptance via email on August 3, 2026

PARTICIPATION FEE & AUTHORIZATION LETTER:

If selected, nonprofits are required to submit a one-time, non-refundable participation fee and an Authorization Letter signed by the board president by **October 1, 2026**.

Participation fees are based on your organization’s annual budget:

Fees are payable by check to Napa Valley CanDo. Please mail your check with the signed Authorization Letter to P. O. Box 855, Napa, CA 94559.

If your budget is in this range...	Your participation fee is this amount...
\$1-\$150,000	\$400
\$150,001-\$750,000	\$500
\$750,001 and above	\$600

The Give!Guide is produced by a dedicated volunteer committee of Napa Valley CanDo. Participation fees help support campaign marketing and promotion, website maintenance, assorted NPO marketing materials, outreach efforts, events, and specialized services when needed.

ENGAGED PARTNERSHIP EXPECTATIONS

Participating nonprofits are expected to be active and engaged partners in the Give!Guide campaign by helping promote the campaign, honoring deadlines, and supporting donor stewardship efforts.

All participating organizations agree to provide tax acknowledgment letters to donors promptly — ideally within one week of receiving donations and no later than January 31, 2027, as required by the IRS.

MATCHING & SUPPORTING PARTNERS

Organizations that actively promote their Give!Guide campaigns, build partnerships, secure matching funds, and reach new audiences often see the strongest results during the year-end giving season.

Past participants consistently report that matching and supporting partners significantly increase campaign visibility and donor engagement.

We strongly encourage all participating nonprofits to secure one or more matching and/or supporting partners. These partnerships will be featured on your NPO’s profile page. You can add new matches and partnerships throughout the two-month campaign.

QUESTIONS? Please contact us at GiveGuide@NVCanDo.org, or call Nancy Fireman (707) 226.7458.

The 2026 CanDo Give!Guide Application (Part A & B)

Applications open May 28 and close on June 30, 2026 at 11:59 pm

PART A: NONPROFIT PROFILE

Thank you for applying to participate in CanDo's Give!Guide. Please provide the information below to help us learn more about your organization, confirm eligibility, and gather contact information for your campaign team.

1. Legal name of your organization as listed with the IRS.

2. Organization name to appear in the Guide!Guide (if different from legal name).

3. Provide your nonprofit's 501 (c)(3) registration information below.

To be eligible to participate in the Give!Guide, your organization must be registered and in good standing with the California Registry of Charities and Fundraisers and maintain annual IRS filing requirements.

Federal Tax EIN #: _____ <https://apps.irs.gov/app/eos>

State of CA Charities and Fundraisers ID #: _____ <https://oag.ca.gov/charities>

4. Organization mailing address and contact information (this will appear on the Give!Guide website)

Street / PO Box: _____

City / State / Zip: _____

Phone number: _____ Email: _____

Website: _____

5. Who will serve as your organization's Give!Guide contacts?

Please list the primary contact and an alternate contact who will attend required meetings and manage your campaign.

Primary contact: _____

Phone: _____ Email: _____

Secondary contact: _____

Phone: _____ Email: _____

6. Board Chairperson contact information:

Name _____

Phone: _____ Email: _____

7. Which category best describes the focus of your organization's work? (select one)

- Animals
- Creative Arts
- Community
- Education
- Environment
- Health & Wellness
- Youth & Seniors

8. Provide the links to your social media connections (as applicable):

Facebook: _____ # of followers _____

Linkedin: _____ # of followers _____

Instagram: _____ # of followers _____

Other: _____

9. Approximately how many individuals receive your organization's emails or group communications?

10. What is your organization's budget for this current fiscal year? (check one)

- \$1 - 150,000
- \$150,001 – 750,000
- \$750,001 – above

11. What geographic area in Napa County does your organization primarily serve? (select one)

- Entire Napa County
- American Canyon
- Napa
- UpValley Area
(Yountville, St. Helena,
and Calistoga)
- Unincorporated Areas
(examples: Angwin,
Pope Valley, Berryessa
Estate)

12. Does your organization have paid staff?

- No
- Yes — Full-time employees: _____ Part-time employees: _____

13. Does your organization rely on volunteers to support its work?

- No
- Yes — Approximately how many volunteers? _____

PART B: CORE QUESTIONS

Information in this section will be reviewed by the selection committee and question #2 will be scored.

Please ensure your responses are clear, concise, and DONOR-READY to help readers quickly understand your mission, community impact, how they can support your work, and why it matters. If selected, your responses will appear on your organization's Give!Guide profile page as submitted.

Word Count: Check your word count before pasting in your answers - copy beyond the indicated word limit will not be accepted.

TIP: Review last year's Give!Guide website to see examples of how participating nonprofits shared their stories, impact, and donor appeals.

1. PLEASE SHARE YOUR ORGANIZATION'S MISSION STATEMENT? (No word limit)

2. HOW YOU IMPACT THE COMMUNITY (200-word limit)

Responses to this question will be scored based on clarity, organization, and completeness.

Describe your organization's work in a way that helps potential donors quickly understand your mission, impact, and value to the Napa Valley community. We suggest you organize your response within 3 – 4 concise paragraphs.

What You Do

Briefly describe the community challenge, unmet need, or opportunity your organization addresses and why it matters. Introduce your mission and the role you play in the community.

Who You Serve

Describe how you put your mission into action – who does your organization serve, and how do you connect. Include programs, services, who you serve, and measurable outcomes whenever possible. *Examples: meals served, students supported, helmets distributed, animals rescued, acres restored, etc.*

Why Support Matters

Help donors understand why community support is essential. Describe the broader impact of your work and how donations, volunteers, or partnerships help sustain your mission. Intangible outcomes are equally meaningful. *Examples: providing relief, creating belonging, inspiring confidence, encouraging inclusion, delivering hope, etc.*

TIP: Since your organization's name already appears on your profile page, use "we," "our," and "us" instead of repeating your full organization name throughout your responses and wasting valuable word space.

3. CATCHPHRASE (14-word limit)

Create a short, memorable phrase that captures the heart of your mission and inspires donor support.

This catchphrase will appear below your organization's photo on both your Profile Page and category listings on the Give!Guide website.

For example:

- Driving independence, delivering hope for seniors in our community
- Free concerts enriching Napa through accessible classical music
- Helping animals and their humans through times of crisis

4. TESTIMONIAL TO YOUR NPO'S WORK (50-word limit)

Provide a brief testimonial that helps connect potential donors to your mission. The strongest testimonials come from people directly impacted by your work or who understand its value — clients, participants, volunteers, donors, caregivers, community partners, etc.:

Please include:

- Speaker's name (full name or first name/last initial)
- Brief identifier (client, volunteer, donor, parent, participant, etc.)

TIP: The speaker's name and identifier do not count toward the word limit.

5. WHAT \$10 BUYS / WHAT \$50 BUYS (20-word limit for each section)

One of the G!G's goals is to help donors recognize that donations of all sizes have positive impacts. Please give 1-2 specific examples to illustrate the power of \$10 and \$50 donations.

a. How does a donation of \$10 serve your mission? Be specific. (20-word limit)

b. How does a donation of \$50 serve your mission? Be specific. (20-word limit)

Examples:

\$10 buys - 50 pencils for a teacher, a free rabies shot for pets in low-income families, food for an injured animal, covers 10 minutes of therapy session with a licensed clinician, trains one student or teacher in lifesaving suicide prevention, provides one child a book teaching how to be compassionate to pets.

\$50 - feeds a family of three for a week, ensures that one child receives timely developmental screenings with referrals to specialists if needed, provides diapers and/or formula to a family struggling to make ends meet, buys supplies for building a wheelchair access ramp, allows two Napa immigrants to receive legal consultations.

6. OTHER WAYS TO HELP (100-word limit)

In addition to financial support, how else can community members help your organization?

Please respond using short bullet lists such as:

Volunteer Opportunities

- hotline support
- social media assistance
- food delivery
- mentoring youth
- event support
- foster animal care

Wish List Items

- diapers and infant formula tools
- gardening tools
- food cards
- gas cards
- art supplies
- books and puzzles

TIP: Your contact information already appears on your Profile Page, so there is no need to include it here.

*Thank you for your interest in participating in the Give!Guide 2026.
We appreciate your commitment to serving Napa County and the time and care you've taken to complete this application and for sharing your organization's important work with us*