

## ***2019 Change Matters Process and Proposal Requirements***

**Organization Name**

**Address**

**Contact Person**

**Phone Number**

**Email**

### **The Program**

Our Change Matters program generates funds for local, non-profit, community-enrichment organizations through community donations collected at the registers. Co-op shoppers are invited to round up their purchases to the next dollar every time they shop. These small-change donations add up to meaningful contributions. While we cannot guarantee a certain dollar amount will be raised across our three retail locations, we expect to raise an average of \$8,000 - \$10,000 a month. 100% of the donations go to our partner organizations.

A committee of Wedge, Wedge Table and Linden Hills Co-op staff will review proposals and select Change Matters recipients in October. Twelve organizations will be chosen to receive one month of donations during the 2019 calendar year.

Our co-op promotes Change Matters and its partner organizations through our website, social media and in-store signage. We look to our partner organizations to promote Change Matters through their outlets and encourage their supporters, clients and members to shop our stores during their month and ask to round up. Through this program, our co-op seeks to create meaningful, productive and lasting partnerships with local organizations.

### **All Change Matters recipients will be required to:**

- Table at the Linden Hills and Wedge location at least once during their round up month
- Attend front end meetings during the month prior to their round up at Linden Hills Co-op, the Wedge Table and the Wedge Co-op to share information about the organization with staff
- Attend the annual Change Matters gathering at the Wedge Table in early 2019 to connect with our staff and fellow Change Matters recipients

We ask that all applying organizations have 501(c)3 non-profit status.

### **Selection Process:**

August 27, 2018: Begin accepting proposals

October 1, 2018: Proposals due for committee review

November 5, 2018: Notification of 2019 Change Matters recipients

### **Proposal Requirements:**

Provide short responses to the prompts below in less than 2 pages. Proposals should be e-mailed to [outreach@tccp.coop](mailto:outreach@tccp.coop) with name of organization and 'Change Matters Proposal' in the subject line. Proposals are due October 1.

Please e-mail Jess at [Jessica.pierce@tccp.coop](mailto:Jessica.pierce@tccp.coop) with questions.

- Provide a brief description of what your organization does.
- Provide a brief description of what Change Matters funding would support.
- Describe how your mission aligns with the co-op's mission.
- As a Change Matters recipient, you would be expected to table at both the Linden Hills and Wedge location during your round up month and post about the Change Matters program at least 4 times on social media.
  - a. What other ideas do you have to let your community know about the round up program?
  - b. What are some other ways that our co-op could promote your organization during your round up month?
- What ideas do you have for continued partnership with the Wedge and Linden Hills Co-op?
- What volunteer opportunities do you have for our staff and owners?
- Write a statement confirming that you have understood that all recipients will be required to:
  - Table once at both the Wedge and Linden Hills Co-op stores during their month
  - Attend front end meetings at the Wedge, Wedge Table and Linden Hills Co-op during the month prior to their round up month to share information about the organization with staff.
  - Attend the Wedge's annual Change Matters gathering at the Wedge Table in early 2019 to connect with co-op staff and fellow Change Matters recipients.