



CITY OF ORANGE CITY

SPONSORSHIP APPLICATION FORM

The City of Orange City proudly supports our community and the organizations that improve it. We provide this support through a select number of events and programs that are consistent with the City of Orange City Strategic Plan.

We have created a procedure that will help make the application process as efficient as possible and assure that the sponsorship we provide is going to those most in need. Filling out the application form will help us better understand your request, how well you meet the criteria and determine how best we can assist your organization.

Organization Information

Organization name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Mailing address (if different than above): _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email address: _____

Website address: _____

Tax ID #: _____

Authorized representative name: _____

Authorized rep title: _____ Authorized rep phone number: _____

Authorized representative email: _____

Year the organization was founded: _____

Organization description:

Mission statement: please provide your organization's mission statement in one paragraph of no more than 100 words.

About Your Event or Program

Are you requesting sponsorship for an event or program? Event Program

Is this a recurring or nonrecurring request? Recurring Nonrecurring

Official name of the event or program: _____

Dates(s) of event/program: _____

Time(s) and duration of event/program: _____

Physical location of the event/program: _____

Is this a request for an event/program in the city limits of Orange City or city-owned property?

Yes No

Total expected attendance: _____

Total event/program budget*: _____

**Proposed event/program budget must be submitted with this application.*

Event/Program Summary: briefly describe the event or program for which you are seeking funding (*a more detailed description is required as an attachment*):

How long has this event/program been in existence, please enter **NEW** if this is a new/event program or the **# of years running** if established: _____

About Your Sponsorship Request

What are you requesting? Check all that apply.

Money In-kind services Other

Please provide a detailed explanation of your request

Monetary amount requested (*maximum award amount is \$1,000, not to exceed 50% of total event or program costs*): _____

in-kind services requested (e.g. number of and specific personnel requested, such as 2 police officers, fees waived for park rental etc.):

What goals will this request help you accomplish?

Are other organizations involved in this event/program? If yes, please list:

Sponsorship Criteria: *The following questions will allow the City to see how your request relates to the sponsorship criteria. Please be specific in your answers.*

How does this request support Orange City's strategic plan (link on sponsorship web page)?

Will this request meet a greater public good for the Orange City community? Does your request provide or expand a public service?

Approximately how many Orange City residents will benefit from this request? _____

Will your request generate an economic benefit for the immediate community of Orange City? Explain.

How will this request contribute positively to the recognition and image of the City?

Has Orange City participated with your organization before? If yes, please elaborate?

Additional Information

Please provide any additional information that may be relevant to your request:

Supporting documents

Along with a completed application form, please submit:

- A detailed description or flyer,
- IRS Determination Letter,
- W-9 Request for Taxpayer Identification Number and Certification,
- Proposed budget
- *For recurring requests only:* previous year's actual budget with revenues, expenditures, profits and losses along with explanation of how (if any) profits were used. IRS Form 990 or Form 990-EZ will not be accepted.

A sponsorship application is not complete unless it includes all of the documents listed above. Incomplete applications will not be considered.

Optional: You may also include support materials such as newspaper clippings, photographs, marketing plan, brochures, community feedback, letters from constituents, or other items that help document the event/program (maximum of 10 pages of supporting documents).

Please submit completed application forms via email, dfitzpatrick@ourorangecity.com, or via fax, 386-775-5416. **You will receive a confirmation email once your submission has been received. If you DO NOT receive a confirmation email within 24 hours of submission, please call 386-775-5410.** If you have any questions about the application process, please call 386-775-5410.

Completed application forms and supporting documents for recurring requests must be received by July 15.

Completed application forms and supporting documents for nonrecurring requests must be received no later than three weeks prior to the date the request is to be considered by the Council at a regularly scheduled Council meeting. Council meetings take place on the 2nd and 4th Tuesday of each month.

Please note that monetary sponsorship awards for recurring events/programs are reimbursable at the completion of the event/program, unless it is the initial first year for the event/program.

Please note:

- 1. If approved, sponsored events or programs are required to complete a "Special Event Permit" application through the City of Orange City, Development Services Department at least 30 business days prior to event date for the following:**
 - a. A temporary public gathering of 100 or more persons for the purposes of participating in entertainment that may consist of music, parades, fairs, festivals, carnivals, circuses, sporting events, arts and craft shows, walk-a-thons, block parties or other type venues taking place within the City,
 - b. Public events held in facilities that are not within the original purpose of the facility,
 - c. An event, regardless of the number of attendees, that meets one or more of the following
 - (1) Amusement rides subject to inspection under F.W. 616,
 - (2) Requiring the closing of any roadway,
 - (3) Fireworks display,

- (4) The use of tent(s) exceeding 400 square feet, and
- (5) The sale or service of alcohol.

- 2. **By signing below the applicant confirms receipt and understanding of the Orange City Sponsorship Policy. The applicant further certifies that statements are true, complete and accurate, to the best of their knowledge.**
- 3. **Failure to hold event as depicted in application will result in forfeiture of sponsorship funds.**
- 4. **Incomplete applications will be rejected.**

Signature of authorized representative

Date