



Proud History. Promising Future.

Special Event Sponsorship Program

PURPOSE: The purpose of the Special Events Sponsorship Program is to support local organizations that put-on events that draw crowds and increase the economic vitality in the Downtown Development Authority (DDA) District.

The Downtown Development Authority is interested in providing financial assistance for events in the form of a sponsorship. The intent of this program is to help organizations continue great events, expand on those events, and create new ones.

**THE SPECIAL EVENT SPONSORSHIP
PROGRAM IS ONGOING
FROM JULY 1 TO JUNE 30**

*Grants will be awarded at a first come first serve
basis until all available funds have been given*

Special Event Sponsorship *information*

ELIGIBILITY

Any organization that administers a community-wide event within the DDA district may apply for sponsorship. The only exception is for religious or political events. The event must be open to the public and cannot be for profit. Any event receiving sponsorship must include the DDA logo on relevant marketing materials. **All grants must be paid to an established organization; grants cannot be made out to individuals.** If an event is cancelled for any reason, the grant amount must be returned to the DDA.

WRITING YOUR PROPOSAL

When writing your proposal, please keep in mind it will be reviewed by people who may not be familiar with your event or your agency. Be sure your application fully explains the event and what you hope to accomplish. Please be as clear, complete and concise as possible. In addition to required elements, you may attach additional documents if you feel it will help clarify and explain what your event is/does.

SCORING CRITERIA

- If this event is established, the success of similar events in previous years will be considered.
- If this event is established, the number of participants to the event in recent years will be considered.
- Whether the use of sponsorship funds fill a budget deficit
- The use of sponsorship funds
- Whether the applicant has been awarded special event sponsorships in the recent past.

TURNING IN THE APPLICATION

It is preferred that applications are emailed. Please include all material in one email if possible (it may contain multiple attachments). If mailing or dropping off in person, stapling your application and information is NOT necessary.

EMAIL APPLICATION TO: RMORNEAU@SAGINAWFUTURE.COM

**MAIL TO: Saginaw Future Inc.
Attn: Rachel Morneau
515 N Washington Ave. 3rd Floor
Saginaw, MI 48607**

Office Hours: M-F 8:00 AM to 5:00 PM | Phone Number: (989) 757-2107



Special Event Sponsorship *application form*

NOTICE: If you are unsure whether your proposed event is eligible for a Special Event Sponsorship, please contact Rachel Morneau for further clarification.
Phone : (989) 757-2102 | Email: rmorneau@saginawfuture.com

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

EVENT LOCATION: _____

COMMUNITIES SERVED: _____

EVENT DESCRIPTION: _____

SPONSORSHIP FUNDS REQUESTED: \$ _____

DATE OF EVENT (OR DATE RANGE): _____

PRIMARY CONTACT IF DIFFERENT FROM APPLICANT

NAME: _____ WORK PHONE: _____

EMAIL: _____ CELL PHONE: _____

ADDRESS: _____

YOU MUST PROVIDE THE ADDITIONAL FOLLOWING DOCUMENTS:

- GRANT APPLICATION FORM
- DETAILED WRITTEN SUMMARY OF PROPOSED EVENT (WORD DOC OR PDF PREFERRED)
- INCLUDE ITEMS FROM SCORING CRITERIA ON PAGE 1 IF APPLICABLE
- W-9 FORM
- EVENT BUDGET FORM (PROVIDED BELOW)
- AGREEMENT FORM (PROVIDED BELOW)

Special Event Sponsorship *budget form*

ITEMIZE ALL PROJECT COSTS (EXPENSES) AND FUNDING SOURCES (REVENUE), INCLUDING OTHER GRANTS AND SPONSORS, TO THE BEST OF YOUR KNOWLEDGE. FEEL FREE TO SEND YOUR OWN BUDGET SHEET, INSTEAD OF USING THIS ONE, IF IT IS MORE CONVENIENT.

REVENUE (INCLUDE GRANTS, OTHER SPONSORS, ETC.):

SOURCES OF FUNDING	AMOUNT	<u>STATUS</u>	
		CONFIRMED	PENDING
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<u>TOTAL</u>	\$ _____		

EXPENSES:

PLEASE ATTACH ANY OFFICIAL DOCUMENTATION CORRELATING TO THESE

LIST EXPENSE ITEM (MATERIALS/SUPPLIES, EQUIPMENT, LABOR)

	ESTIMATED COST
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<u>TOTAL</u>	\$ _____

Special Event Sponsorship *agreement form*

The undersigned affirms the information provided in this application is true and complete to the best of their knowledge. Furthermore, the applicant understands the requirements of the Special Events Program and agrees to abide by the terms and conditions.

SIGNATURE OR INITIALS OF APPLICANT: _____ DATE: _____

APPLICANT CHECK LIST:

- GRANT APPLICATION FORM
- DETAILED WRITTEN SUMMARY OF PROPOSED EVENT (WORD DOC OR PDF PREFERRED)
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- AGREEMENT FORM

Any further questions please contact Rachel Morneau
Phone : (989) 757-2102 | Email: rmorneau@saginawfuture.com

