



CITY OF EL CENTRO
COMMUNITY SPONSORSHIP PROGRAM
IN-KIND APPLICATION



APPLICANT INFORMATION:

(Applicant is the contact person for City officials and must be at least 18 years of age.)

Organization Name: _____

Non-Profit ID # / 501(C) 3 #: _____

Contact Person: _____

Address: _____
(Street Number) (Street Name) (City) (State) (Zip Code)

Phone: _____ Cell / Pager: _____

E-mail: _____

Value of In-Kind Sponsorship Request: \$ _____

TYPE OF EVENT:

(check one)

- Promotional Event
- Cultural Event
- Athletic Event

- Educational Event
- Entertainment Event
- Other _____

EVENT INFORMATION:

Event Name: _____

Event Date: _____ Time of event: _____ (Begin) _____ (End)

Event Address: _____
(Location Name) (Street Number) (Street Name) (City)

EVENT DESCRIPTION:

Purpose: _____

Activities Planned: _____

Amount of People Expected: _____

Other Information: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Applicant's signature: _____ Date: _____



**CITY OF EL CENTRO
COMMUNITY SPONSORSHIP PROGRAM
APPLICATION CHECK LIST**



DOCUMENTS THAT MUST BE INCLUDED WITH APPLICATION:

- Pre-Program Financial Affidavit**
(Indicating proposed profit or loss, income from all sources, all expenditures, in-kind contributions, all sponsorship contributions, volunteers etc...)
- Statement from Authorizing Agent**
(Indicating that admission to the event is free and open to the public, and explaining how the program will benefit El Centro residents.)
- Current Proof of 501(C) 3**
(Or proof that a 501(C) 3 organization is a recipient of the program proceeds.)
- Program Sponsorship Package or Statement**
(Indicating the City of El Centro's sponsorship benefits.)
- Organization's Mission Statement**
(Purpose and goals of the organization.)

DOCUMENTS THAT MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE THE PROGRAM:

- Proof of all Permits, Clearances, Insurances, and Program Authorizations**
(Within time restraints in compliance with the Code of the City of El Centro, policies and Special Event Policy requirements.)

DOCUMENTS THAT MUST BE SUBMITTED WITHIN 30 DAYS AFTER THE PROGRAM:

- Post Program Financial Affidavit**
(Indicating actual profit or loss, income from all sources, all expenditures, In-Kinds contributions, all sponsorship contributions, volunteers etc...)

**FOR CITY OF EL CENTRO
OFFICIAL USE ONLY**



**COMMUNITY SPONSORSHIP PROGRAM
APPLICATION REVIEW FORM**



Program Name: _____

Program Date: _____ **P&R Director's Review Date:** _____

DOCUMENTS SUBMITTED:

Documents that must be included with application:

- Pre-Program Financial Affidavit
- Statement from Authorizing Agent
- Current Proof of 501(C) 3
- Program Sponsorship Package
- Mission Statement

Documents that must be submitted 45 days before program:

- Proof of Permits _____
- Proof of Clearances _____
- Proof of Insurance _____
- Program Authorizations _____
- Other _____

PARKS AND RECREATION DIRECTOR'S PROGRAM REVIEW:

- Approved**
Without Reservations
- Approved**
With Reservations: _____
- Denied**
Reason: _____
- Revoked**
Reason: _____

Special Requirements / Comments: _____

_____	_____
Community Services Director's Authorization Signature	Date

CITY SPONSORSHIP SUMMARY:

Date Reported to City Council as an Informational Item: _____

Final In-Kind Sponsorship Amount: \$ _____

