



Spartanburg County Community Event Sponsorship Application

ORGANIZATION	
Date Sponsorship Request Submitted	
Date of Event	
Requesting Organization	
Executive Director/CEO Name	
Person Requesting Sponsorship <ul style="list-style-type: none"> • Name, Title • Address • Phone Number • Fax Number • Email Address 	
Organization Website	
Is your Organization a nonprofit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Only 501(c) or government nonprofit organizations may apply</i>
Registered Federal Tax-Exempt ID Number	
Insert your organizations nonprofit status – i.e. 501(c)(3)	
Does your organization provide services within Spartanburg County?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Information about your organization and the population you serve (Include a brief description of organization’s mission and vision statements)	
Has organization previously been sponsored by Spartanburg County?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the name, date and amount of Sponsorship.	
Have you sponsored or supported any Spartanburg County events or programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify date, amount or type of sponsorship	

EVENT	
Name of Program, Activity, or Event for which you are requesting Sponsorship	
Date & Time	
Type of Attire for Event (Business, Black Tie, Golf, a Specific Theme, Casual)	
Location (include complete address)	
Is this an annual event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, indicate the number of years event has taken place:</i>
Expected total attendance:	Attendance at last year's event:
Expected attendance of non- Spartanburg County residents:	
Is the event open to the general public? Describe target audience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the audience for the event. Check all that apply.	<input type="checkbox"/> Community <input type="checkbox"/> Business/community partners <input type="checkbox"/> Prospective/current donors <input type="checkbox"/> Government officials <input type="checkbox"/> Staff <input type="checkbox"/> Corporations/foundations <input type="checkbox"/> Media <input type="checkbox"/> Other
Type of sponsorship (i.e. Gala, Walk, Golf Tournament)	
What are the measurable target objectives that will be used to determine the success of the festival, special event, community project or program? (Please state your objective in terms of concrete numbers and percentages where possible. For example: increase the number of participants from Y to Z in the 200X parade; increase customer satisfaction from Y% to Z%)	
Specify Dollar amount requested	\$
Level(s) of Sponsorship Requested (please include all levels of sponsorship)	
Please indicate what the sponsorship contribution will be used for (i.e. underwriting of event, publicity, etc.) Specify how the money will be allocated.	
List the type of recognition the County will receive for the funding requested (e.g. name/logo listing, banner, ad, etc.).	
How does the event relate to the missions/goals of Spartanburg County?	

ADDITIONAL INFORMATION AND REQUIRED ATTACHMENTS

<input type="checkbox"/> IRS letter
<input type="checkbox"/> A current list of your organization’s Board of Directors and appropriate affiliations
<input type="checkbox"/> If applicable, a list of the event’s sponsorship opportunities (.e.g. name/logo listing, banner, ad, reserved seats, etc.)
<input type="checkbox"/> Include any additional information about the event here. Please attach the sponsorship packet to this form.
If your sponsorship is approved, we will need information regarding ads, and logo, etc. that you may need from us. Please fill out the information below.
Contact Information for ads/logos (the same was indicated above, just write ‘SAME’) <ul style="list-style-type: none"> • Name • Address • Phone Number • Fax Number • Email Address
Deadline Date for ad or logo request

Please fill out this form completely. Please submit the request at least forty five (45) days prior to the date of the event/program.

Sponsorship applications must be submitted to:

Spartanburg County Community Development Department
 Attn: Kathy Rivers
 9039 Fairforest Road
 PO Box 5666
 Spartanburg, SC 29304

Applications will be reviewed by the Community Event Selection Committee. We will contact the person listed on the application on the first page under “Person Requesting Sponsorship” regarding the Committee’s decision.

If your sponsorship is approved we request you forward a copy of any documents (i.e. ads or program journals) that are part of the sponsorship benefits where Spartanburg County is listed.

You will be required to provide a brief summary of the event, including target objectives, to the Community Development Department within 30 days of the conclusion of the event.

If you have any questions or need assistance, please call the Community Development Department at 864-595-5300.