



**Community Contributions Special Event Sponsorship Application 2019**

Please review the guidelines before completing this application. *Sponsorships are limited to special events within City limits. Applications are DUE Feb. 1, 2019.* Please submit this form by email to: [contributions@moabcity.org](mailto:contributions@moabcity.org).

**Organizational Information**

Full Legal Name of Requesting Organization: \_\_\_\_\_  
 Common Name of Organization: \_\_\_\_\_  
 Street and Mailing Address (if different) \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Chief Executive's Name, Title, phone and email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email \_\_\_\_\_  
 Is your organization a 501(c)(3) nonprofit? (Yes or No) If not, explain your nonprofit status. \_\_\_\_\_  
 Year organization incorporated: \_\_\_\_\_ Number of full-time-equivalent paid staff: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

**Special Event Information**

Name of Special Event for which you are requesting funds: \_\_\_\_\_  
 Project Leader: \_\_\_\_\_  
 Approximate number of people expected to attend this event: \_\_\_\_\_  
 Duration of event (one-time or annual): \_\_\_\_\_  
 Please describe how the community will benefit from this City Sponsorship (in 100 words or less):

Do you charge admission or a fee for this special event?  Yes  No Fee: \$ \_\_\_\_\_  
 What are the expected net proceeds and overhead costs for this event? \_\_\_\_\_

**Financial Information**

For this special event sponsorship, dollar amount requested: \$ \_\_\_\_\_  
 How will these funds be used? \_\_\_\_\_  
 Total Project Overhead (from table below): \$ \_\_\_\_\_  
 Date funds are needed (must be used within one year of award date): \_\_\_\_\_

In the table below, please describe your overall budget for this special event.

<b>Expense Category</b>	<b>Approximate Cost</b>
Personnel	
Equipment	
Other (advertising, etc.)	
<b>TOTAL EVENT OVERHEAD:</b>	

Has your organization received funding from the City of Moab in the past two years, including fee waivers and in-kind donations?  Yes  No. If yes, please describe:

Has your organization received other funding for this event?  Yes  No If yes, please describe: