



City of Fort Pierce

100 North US Hwy 1
Fort Pierce FL 34950

Phone ■ 772.467.3065

Email ■ cityclerk@cityoffortpierce.com

Sponsorship/Donation Request Application

The City of Fort Pierce proudly supports our community and the organizations that improve it. Filling out this form will help us better understand your request, how well you meet the criteria and determine how best we can assist your organization.

Date:

ORGANIZATION INFORMATION		
Organization Name		
Street Address		
City	State	Zip
Website Address	Phone Number	
Tax ID #	Year Organization was Founded	
Organization Description		
Organization's Mission Statement (Please provide your organization's mission statement in 100 words or less)		
AUTHORIZED REPRESENTATIVE INFORMATION		
Authorized Representative's Name		
Representative's Email Address	Representative's Phone Number	
ABOUT YOUR EVENT		
Official name of the event		
Date(s) of event	Time(s) and duration of event	
Physical location of the event		
Is this a request for an event in the city limits of Fort Pierce or on city-owned property? <input type="checkbox"/> Yes <input type="checkbox"/> No		



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Total expected attendance	Total event budget (Proposed budget must be submitted with this form)
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Event Summary: (Briefly describe the event for which you are seeking funds)

How long has this event been in existence? (Please enter either NEW OR the number of years running if established)

ABOUT YOUR SPONSORSHIP REQUEST

What are you requesting? Check all that apply.

Money In-kind services Other

Monetary amount requested
\$

In-kind services requested

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

ADDITIONAL INFORMATION

Has the City of Fort Pierce participated with your organization before? If yes, please elaborate.



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Please provide the following supporting documentation:

- Detailed description or flyer
- W-9 Request for Taxpayer Identification Number or Certification
- Proposed budget
- *For recurring requests only:* previous year's actual budget with revenues, expenditures, profits and losses along with an explanation of how 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 be not considered.

SUBMIT APPLICATION TO

Submit completed application to the City Clerk's Office which is located on the 3rd floor at Fort Pierce City Hall, 100 North US Hwy 1, Fort Pierce, FL 34950. You can also send the completed application by email to: cityclerk@cityoffortpierce.com. Please call 772-467-3065 if you have any questions.

Signature of Authorized Representative

Date