



City of Fort Pierce

100 North US Hwy 1
Fort Pierce FL 34950

Phone ■ 772.467.3065

Email ■ cityclerk@cityoffortpierce.com

Sponsorship/Donation Request Policy

The City of Fort Pierce recognizes its role as an important partner to the community it serves. To help guide in that effort, this policy offers funding criteria, funding limitations and procedures to aid in responding to the many requests for charitable donations, event sponsorships, and in-kind requests.

We endeavor to support the efforts of community organizations that relate to the mission, values, vision, and community benefit objectives of the City. Careful consideration will be given to requests for financial and in-kind support that meet the requirements of the funding criteria.

Funding Criteria

To be considered, a request for sponsorship or donation must meet all of the following criteria:

- The event must be open to the general public and held in the City of Fort Pierce.
- The event must directly benefit the Fort Pierce community.
- The requesting organization must have a current 501(c)3 non-profit, tax exempt status under IRS code Section 170, or be a governmental agency or department, or a public educational institution.
- The requesting organization must demonstrate financial responsibility and accountability.
- The City of Fort Pierce reserves the right to deny any request, at its sole discretion. Funding in prior years does not guarantee continued funding in any subsequent year.

Funding Limitations

It is the City's policy not to approve funding for the following:

- Requests from organizations that are engaged in political or governmental activities
- Requests from commercial or for-profit businesses
- Requests from or requests that benefit single individuals or organizations
- Requests and/or events that do not improve the welfare of the community

On an annual basis, the Fort Pierce City Commission establishes the funded amount for sponsorships and donations. Funding requests are limited to the amount available within the City's budget at the time of the sponsorship or donation request.

Procedure for Sponsorship/Donation Request

Submit your sponsorship/donation request application no later than 8 weeks prior to the start of your event to:

City Clerk's Office
City of Fort Pierce
100 North US Hwy 1
Fort Pierce, FL 34950

By email to: cityclerk@cityoffortpierce.com



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The Communitywide Council will review the application at their next scheduled meeting and make recommendations to the City Commission. The City Commission will consider the Communitywide Council's recommendations and determine the funding amount at their next scheduled meeting.

Questions about sponsorship/donation request process may be directed to the City Clerk's Office ■
772.467.3065.