



City of Fort Pierce

100 North US Hwy 1
Fort Pierce FL 34950

Phone ■ 772.465.4170

Email ■ cclarke@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		



Sponsorship/Donation Request Application

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

Has any department of the City of Fort Pierce provided assistance for this event? If yes, please list department and description of assistance.

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



Sponsorship/Donation Request Application

SUPPORTING DOCUMENTATION

Please provide the following supporting documentation:

- 1) Detailed description or flyer
- 2) Form W-9 Request for Taxpayer Identification Number or Certification
- 3) Proposed budget

A sponsorship application is not complete unless it includes all of the documents listed above. Incomplete applications will be not considered.

SUBMIT APPLICATION TO

Mail completed application to: City Manager's Office, 100 North US Hwy 1, Fort Pierce, FL 34950.

You can also send the completed application by email to: cclarke@cityoffortpierce.com.

Please call Carla Clarke at 772-465-4170 if you have any questions.

A handwritten signature in black ink, appearing to be "Carla Clarke".

Signature of Authorized Representative

Date

Zora Experience Festival Budget	2026
Maximum Estimated Cost	\$45,000.00
	Estimate
Venue Accessories	Amount
City Permits & Fees (dumpster)	\$215.00
Equipment/furnishing Rentals (Generators, Gas, Toilets)	\$800.00
Venue (Audio /Visual Room)	
Stage	\$500.00
Security	\$1,400.00
Other Sanitation	\$300.00
trash recptacles	
Event Insurance	\$600.00
Permit Sign Stickers	\$50.00
Ground Maintenance (lawn,clean up)	\$350.00
Total	\$4,215.00
Decorations	
Miscellaneous decor	
Linen Tablecloth Rental	\$500.00
Stage Backdrop	\$1,000.00
Balloons, wire, command strips, etc.	\$100.00
6' & 8' Folding Tables	\$1,000.00
Folding Chairs	\$1,000.00
Tent	\$1,200.00
Total	\$4,800.00
	Estimate
Food & Beverage	Cost
Food & Beverage	\$1,000.00

For: Kids Corner	
Hospitality Suite	
Volunteers Station	
Beverage/Coffee Cart	\$600.00
Cook	\$0.00
Total	\$1,600.00
Festival Employees	
2 Photographer \$250 per hour x 2 days	\$2,400.00
Festival Employees/Volunteers	\$1,500.00
Event Planner	\$1,500.00
Administrative	\$1,500.00
Videography	\$1,200.00
Total	\$8,100.00
Entertainment	
Headliner / Opener (Saturday)	\$6,000.00
Banquet Speaker	\$2,000.00
Host accommodations	\$1,000.00
Sound / Music DJ	\$1,000.00
Local Band	\$1,500.00
Local Talent	\$300.00
360 & Photo Booth	\$1,000.00
Petty Zoo (?)	\$0.00
Pony Rides (?)	\$0.00
Bounce House/Obstacle course	\$0.00
Face Painting	\$250.00
Gaming Truck	\$500.00
Total	\$13,550.00
Marketing/Publicity	
Printing	\$500.00

Radio Advertising IRSC	\$1,000.00
Committee T Shirts	\$500.00
Social Media/ Website	\$1,000.00
Signage	\$800.00
Total	\$3,800.00
Honorariums	
Panel Speaker (?)	\$250.00
Dr Deborah Plant (?)	\$250.00
Total	\$500.00
Miscellaneous	\$1,000.00
Linen Dry Cleaning	\$500.00
Linen laundry (cleaning laundry)	\$1,500.00
Children's Corner Supplies	
Creating Homemade Dolls	\$250.00
Make Your own Book	\$500.00
Zora's Garden	\$200.00
Drawing Contest	\$100.00
Zora Children Book Give-a-way	\$500.00
Hat Decoration Kit	\$200.00
Zora Coloring Kit	\$100.00
Storytelling	\$100.00
Miscellaneous	\$0.00
Total	\$1,950.00
Acknowledgements, Plaques, Gifts	
Lanyards	\$150.00

Prizes, Awards & Giveaways	\$1,000.00
Total	\$1,150.00
Transportation	
Van for tours	\$800.00
Total	\$800.00
GRAND TOTAL	\$41,965.00

Form **W-9**
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <p style="text-align: center;">Zora Neale Hurston Florida Education Foundation</p>		
	2 Business name/disregarded entity name, if different from above <p style="text-align: center;">Zora Neale Hurston Florida Education Foundation</p>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions. <p style="text-align: center;">809 N 9th Street</p>	Requester's name and address (optional) <p style="text-align: center;">City of Fort Pierce 100 N. US HWY 1 Fort Pierce, FL 34950</p>	
	6 City, state, and ZIP code <p style="text-align: center;">Fort Pierce, FL 34950</p>		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	DocuSigned by: <i>Marina Santos</i>	Date ▶	2/8/2024
	AD70CF46C6C04CB...			

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ZORA NEALE HURSTON FLORIDA EDUCATION FOUNDATION

809 NORTH 9TH STREET, FT. PIERCE, FL 34950

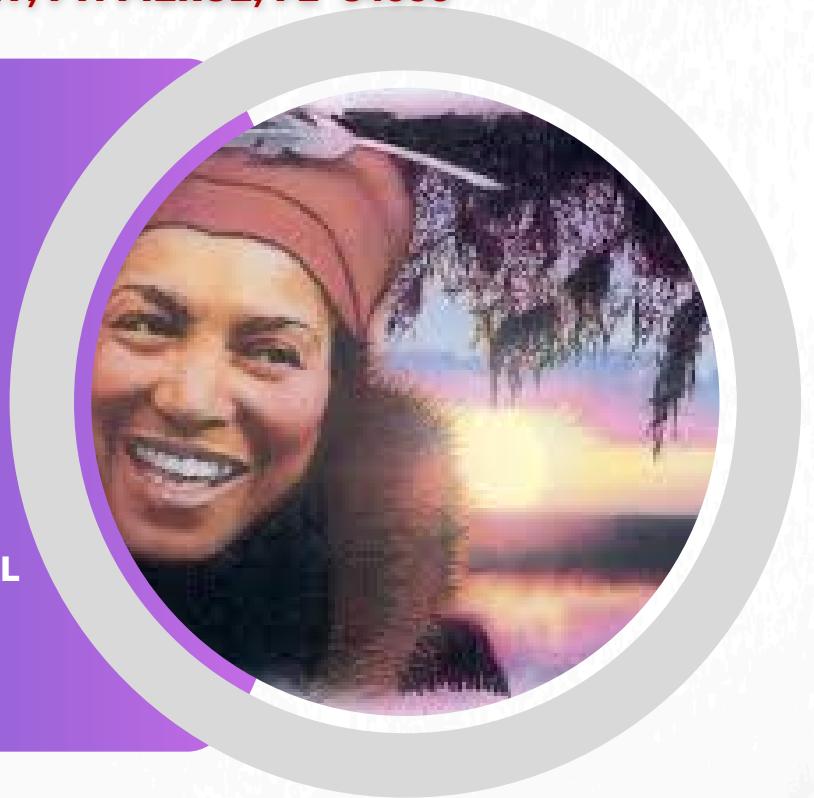
SAVE THE DATE

ZORA EXPERIENCE FESTIVAL 2026

MARCH 13TH & 14TH

TREE PLANTING, BANQUET & FESTIVAL

"I Love myself when I am laughing"
Zora Neale Hurston



CELEBRATING ZORA, OUR LOCAL LEGEND A FESTIVAL OF ART & CULTURE



TREE EQUITY
PLANTING
FRIDAY 3/13TH



ZORA EXPERIENCE FESTIVAL
SATURDAY 3/14TH



ZORA'S HARLEM
RENAISSANCE
BANQUET
FRIDAY DAY 3/13TH



MORE INFORMATION?

FRIDAY & SATURDAY
MARCH 13TH & 14TH

- Tree Planting Partnership
- 1920-1930's Banquet Attire
- Dust Tracks Tours, Music, Kids Zone, etc.
- Learn about the Vision of The Zora Neale Hurston Florida Education Museum
- Prize drawings
- Vendor information
- Sponsorship / Donations accepted

<http://zorafoundationmuseum.com>



contactus@zorafoundationmuseum.com