



## **Children's Trust of Alachua County Sponsorships**

### **Eligibility Criteria for FY21**

- Agencies must be a governmental entity or registered as a 501(c)(3) organization
- The activity must benefit the children and families of Alachua County
- All sponsorship requests must be submitted to address the issues in the Children's Trust of Alachua County's (CTAC) strategic funding plan
  - All children are born healthy and remain healthy
  - All children can learn what they need to be successful
  - All children have nurturing, supportive caregivers and relationships
  - All children live in a safe community
- Requests shall not exceed \$2,500
- All awards must be approved by the Board
- Organizations must comply with EEO, ADA and local ordinances and rules
- Agencies are eligible for one (1) award per fiscal year

- Sponsorship types supported (not all inclusive):
  - Service/Cultural Fairs
  - Special Needs Resource Events
  - Health Education Events
  - Educational Events
  - School Readiness Events
  - Conferences
  
- Events not supported:
  - Fundraising Events
  - Award Banquets
  - Concerts

### **Non-Eligible**

- Individuals
  
- Programs serving children outside of Alachua County
  
- Programs with religious affiliation are eligible if they support a secular community program and do not propagate a belief in a specific religious faith

### **Application Procedure**

- Submit a letter on your organization’s official letterhead signed by an authorized signer at a minimum of sixty (60) days, but no more than one-hundred and eighty (180) days in advance of the planned activity
  
- Briefly describe the planned event and how it addresses the issues in CTAC’s strategic funding plan
  
- Include information about the purpose/goals of the event, the expected impact and the number of individuals you expect to reach at the event

- Include a completed W-9 Request for Taxpayer Identification Number and Certification
- Email all letters of inquiry to Kristy Goldwire, Director of Program Operations, at [kgoldwire@childrenstrustofalachuacounty.us](mailto:kgoldwire@childrenstrustofalachuacounty.us)
- There are no application forms and the review of requests is ongoing throughout the year, or until the budget is exhausted
- Requests are reviewed on a first come, first served basis
- Communication guidelines for providers can be found in the [Provider Resources](#) section of the Trust website.

### **Funding Procedure**

- Sponsorship requests are reviewed by the Executive Director or their designee. Recommendations are then forwarded to the Board for approval
- The Executive Director will evaluate based on criteria from Section 3 of the Bboard Policies, or other specifically stated criteria, including whether costs are commensurate with proposed outcomes
- If approved, the award will be processed by the CTAC finance department, and checks will be mailed to your organization