



**CITY OF SALINAS
COMMUNITY SPONSORSHIP APPLICATION**

Return application to:
City Manager's Office, 200 Lincoln Avenue Salinas, CA 93901
or Email to CommunitySponsorship@ci.salinas.ca.us

APPLICANT INFORMATION:

(Applicant is the contact person for City officials and must be at least 18 years of age.)

Organization Name: _____

Entity Status: _____

Primary Contact: _____

Address: _____
(Street Number) (Street Name) (City) (State) (Zip Code)

Phone: _____ **Cell:** _____

E-mail: _____

Amount Requesting from Community Sponsorship Program: \$ _____

TYPE OF EVENT:

(check all that apply)

- Promotional Event
 Cultural Event
 Athletic Event

- Educational Event
 Entertainment Event
 Other _____

EVENT INFORMATION:

Event Name: _____

Event Date: _____ **Time of event:** _____ (Begin) _____ (End)

Event Location: _____
(Venue Name) (Street Number) (Street Name) (City)

EVENT DESCRIPTION:

Purpose: _____

Activities Planned: _____

Amount of People Expected: _____

If additional space is needed, please attach separate page.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Applicant's signature: _____ Date: _____



COMMUNITY SPONSORSHIP APPLICATION CHECKLIST

DOCUMENTS THAT MUST BE INCLUDED WITH APPLICATION:

- Statement from Authorizing Agent**
(Indicating that admission to the event is open to the public and explaining how the event will benefit Salinas residents)
- Current Proof of Organizations Non-Profit Status** *(if applicable)*
(Or proof that the non-profit organization is a recipient of the program proceeds)
- Program Sponsorship Package or Statement**
(Indicating the Salinas sponsorship benefits)

DOCUMENTS THAT MUST BE SUBMITTED BEFORE THE EVENT:

- Proof of all Permits, Clearances, Insurances, and Event Authorizations**
(In compliance with the Salinas Municipal Code and Special Event Policy)

DOCUMENTS THAT MUST BE SUBMITTED WITHIN 30 DAYS AFTER THE EVENT:

- After Action Program/Event Summary & Expense Report**
(In compliance with Community Sponsorship Policy Section 6)