



MEPRD

EVENT SPONSORSHIP APPLICATION AND INFORMATION



Event Sponsorship Information and Application

Thank you for your interest in requesting an event sponsorship donation from the Metro East Park and Recreation District (MEPRD). MEPRD has allocated a set amount of funds to assist with certain types of community events relating to parks, trails or recreation in Madison and St. Clair Counties, IL. Funds were made available on July 1, 2011 and will be available for request till June 30, 2012 or until the funds are depleted. Requests are reviewed on a first come first served basis. Please review this application packet to see the types of events MEPRD will and will not assist. If your organization qualifies please fill out the enclosed application and return it to MEPRD at:

Metro East Park and Recreation District
Attn: Event Sponsorship Request
104 United Drive
Collinsville, IL 62234

If your organization is approved for a donation from MEPRD you must provide acknowledgement of MEPRD's support (example: MEPRD's logo on signs, t-shirts, brochures, etc). MEPRD's logo will be provided. To learn more about MEPRD and its mission please visit: www.meprd.org

MEPRD's Mission: The Metro East Park and Recreation District shall have as its primary duty the development, operation, and maintenance of a public system of interconnecting trails and parks throughout the counties comprising the district.

MEPRD may assist with events that meet the following criteria:

- Events must be located in Madison or St. Clair Counties in Illinois
- Events relating to parks, trails or recreation sponsored by a public tax-exempt agency or nonprofit organizations as defined by IRS Code 501(c)(3).
- The donation request should be submitted at least two (2) months prior to the event, but no earlier than four (4) months prior to the event date.
- The donation can only be used for an event that furthers the mission of MEPRD.
 - More information on MEPRD can be found at www.meprd.org
- Organizations are limited to one donation per calendar year.
- Award requests cannot exceed 25% of the total event budget, an amount not to exceed \$2,500.

MEPRD will not assist with events that meet any of the following criteria:

- Events that do not further MEPRD's mission.
- Capital expenditures, political or partisan programs, religious programs, picnics, parades, memorials, conferences, fundraising dinners or lunches, testimonials or similar events.
- Events that require MEPRD and/or its employees to raise monies or work on behalf of an organization bestowing the award.
- Individuals and families (scholarships, stipends, fellowships, personal assistance, sponsorship)
- Events that discriminate on the basis of race, gender, religion or sexual orientation.
- Individual sports teams sponsorships
- For-profit events

Metro East Park and Recreation District
Event Sponsorship Request Application/Certification Statement

Please complete the Event Sponsorship Application in full. Incomplete applications will not be considered. MEPRD has allocated a set amount of funds that will be available for request till June 30, 2012 or until the funds are depleted. Requests are reviewed on a first come first served basis. MEPRD will only fund public tax-exempt agencies, and nonprofit organizations as defined by IRS Code 501(c)(3). The event MUST further the mission of MEPRD. To learn more about MEPRD please visit www.meprd.org.

MEPRD's Mission: The Metro East Park and Recreation District shall have as its primary duty the development, operation, and maintenance of a public system of interconnecting trails and parks throughout the counties comprising the district.

If you have any questions about the event sponsorship program or application please contact the Metro East Park and Recreation District at 618-346-4905.

1. Event Sponsor: _____
2. Event Name: _____
3. Event Date(s): _____
4. Event Location: _____
5. Total Event Budget (please attach line item budget): _____
6. Total Requested from MEPRD (can't exceed 25% of event budget, \$2,500 max): \$ _____
7. Applicant FEIN: _____
8. Applicant Address: _____

9. Contact Person Information:
 - a. Contact Name: _____
 - b. Office Phone: _____
 - c. Cell Phone: _____
 - d. Email: _____
 - e. Fax: _____
10. How will MEPRD be advertised at the event? _____

11. Please list all other event sponsors: _____

12. Please explain your event, and how it furthers MEPRD's mission:

Certification Statement

I am the individual duly designated to represent _____ (organization/agency), I do hereby certify that the information presented in this sponsorship application is true and correct. I do further certify that if selected to receive an MEPRD Sponsorship Grant said organization/agency will provide advertising for MEPRD. Organization/agency will only use funds for the designated event, and in compliance with MEPRD's requirements listed in the sponsorship application.

Name of Organization: _____

Print Name: _____

Print Title: _____

Signature and Date: _____

For Internal Use Only

Date and Time Received: _____

Approved _____ Denied _____ By: _____