



## City of Fort Pierce

100 North US Hwy 1  
Fort Pierce FL 34950

Phone ■ 772.465.4170

Email ■ [citymanager\\_dl@cityoffortpierce.com](mailto:citymanager_dl@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		



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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:



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## 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: [citymanager\\_dl@cityoffortpierce.com](mailto:citymanager_dl@cityoffortpierce.com).

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date