**Penn Treaty Special Services District**

**SPONSORSHIP REQUEST FORM**

**Organization: (your name here)**

Date Submitted (required): E.I.N. No:

Please check one: \_\_\_ We are a private organization \_\_\_ We are a registered 501(c)(3) non-profit

**If you are a 501(c)(3) please provide a copy of your Determination Letter from the IRS
or your last filed 990 Form.**

Complete Address:

Contact Person: Title:

Telephone No: Cell:

Email Address: Web:

**Amount Requested: $**

1. Is this request for a Project? [ ] Yes [ ] No Is this request for an Event? [ ] Yes [ ] No

If this request is for a Project, skip to Mission of Organization..

1. a) Name of the Event: b) Date of Event:
2. Is this an Annual Event? [ ] Yes [ ] No Is this a Fundraiser? [ ] Yes [ ] No
3. If this is a Fundraiser how much do you expect to raise this year after expenses? $
4. If this is an Annual Fundraiser how much did you raise last year after expenses? $

**Mission of Organization:**

**Description and Purpose of Event/Project** (attach additional pages if necessary)**:**

**PROPOSED BUDGETS:**

**How would the Funds be spent?**

1. Please supply an overall budget for the entire project which shows **all anticipated expenses**. This budget should also show any expected revenues, funding from other sources, and earmarked funds from your organization (if any).
2. Also, supply a line-item budget which shows how the Penn Treaty SSD Grant would be used.
3. **Estimates:** If your project or event requires that you use outside vendors or purchases, please provide a **vendor’s estimate** for the proposed work/purchases.

**IMPACT:**

1. Neighborhoods which the Sponsored award would benefit:
2. Anticipated Attendance:

**Are you a Prior Grantee?** \_\_\_NO \_\_\_ YES YEAR(s):

**Signature (Required):**

**Date (Required):**

**\*Please print, sign, scan and submit this application to:**

Katrina Mansfield via email
**PTSSD.secretary@gmail.com**

or post/drop off to:

**Penn Treaty SSD
702 N. 3rd Street
PMB 38
Philadelphia, PA 19123**

The Penn Treaty SSD meets on the evening of the third Wednesday of every month, and considers five Sponsorship Requests on a first-come first-served basis. Meetings are held from September to June. (Note: There are no meetings in July or August.)

**Reporting**: Recipients of Sponsorships are required to sign a **Sponsorship Agreement Form** and to complete a **Sponsorship Report Form**. The Report is due six months after the date of receipt.

Both forms are available at www.pentreatyssd.com

**Questions? Call Katrina Mansfield at (215) 574-9274**