



# Penn Treaty Special Services District SPONSORSHIP REQUEST FORM

Name of Organization:

Date Submitted:

E.I.N. No:

Please check one:

We are not a 501(c)(3) organization

We are a 501(c)(3) organization

Other. Please describe:

Please supply the following documentation:

501(c)(3) IRS Non-Profit Determination Letter, OR

Most Recent Form 990.

Complete Address:

Chief Staff Member:

Title:

Contact Person:

Title:

Telephone No:

Cell:

Email:

Web:

Your Mission:

## 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.

2. a) Name of the Event:  b) Date of Event:

3. Is this an Annual Event? YES NO Is this a Fundraiser? YES NO

4. If this is a Fundraiser how much do you expect to raise this year after expenses? \$

5. If this is an Annual Fundraiser how much did you raise last year after expenses? \$

Describe the purpose of this event/project:

*Send Attachments If Necessary*

### SECTION 3A: PROPOSED BUDGET

#### PROPOSED BUDGETS:

- 1. Attach an overall budget for the entire project** which shows all **anticipated expenses**. The budget should also show **anticipated revenues, funding from other sources**, and **earmarked funds from your Organization** (if any).
- 2. Attach a line item budget which shows how the Penn Treaty SSD Sponsorship would be used.**
- 3. Attach at least two estimates:** If your project requires that you use outside vendors for the proposed work.
- 4. Have you applied for/received or expect financial assistance for your project from any other source?**

YES      NO

If yes, please describe:

#### **5. Does your Organization plan to use any of its own funds towards the project?**

YES      NO      \* Please be sure to show this amount in the project's overall budget.

**IMPACT:**

1. Have you previously received a grant from PTSSD?                      YES              NO

2. List the District neighborhood(s) that the Sponsorship would impact:

List the approximate number of District residents that would directly benefit from this Sponsorship:

**SIGNATURE OF OFFICER**

This Sponsorship Request has been made with knowledge and permission  
of the organization's Chief Officer listed below.

ORGANIZATION:

OFFICER:

TITLE:

DATE:

SIGNED:

Please submit this application along with supporting attachments to:  
ptssd.secretary@gmail.com or by post to: PTSSD, 702 N. 3rd Street, Philadelphia, PA 19123  
Email Katrina Mansfield for guidance at ptssd.secretary@gmail.com or call at 215-574-9274

## APPLICATION CHECKLIST

1. Completed, signed application form. Check to see if you missed any questions.
2. Overall budget
3. Penn Treaty SSD Grant budget (if awarded)
4. Estimates (At least two if applicable)
5. Most recent Financial Statement
6. Most recent Form 990
7. IRS non-profit status Determination Letter

Applications can be sent via email to [PTSSD.secretary@gmail.com](mailto:PTSSD.secretary@gmail.com)

Or, your application can be mailed to:

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

Penn Treaty SSD is only able to accommodate a maximum of three grant requests per monthly meeting. Requests are scheduled in the order in which they are received by the Executive Secretary of the Penn Treaty SSD Board.

Penn Treaty SSD meets on the third Wednesday of every month from 6:00pm to 9:00pm from September to June. There are no meetings held in July or August.

Feel free to email Katrina Mansfield for guidance at [ptssd.secretary@gmail.com](mailto:ptssd.secretary@gmail.com) or call at 215-574-9274