



# Penn Treaty Special Services District CO-SPONSORSHIP REQUEST FORM

Name of **APPLICANT**:

Name of **CO-SPONSOR**:

Date Submitted (required):

Co-Sponsor's E.I.N. No:

## SECTION 1A — APPLICANT'S BACKGROUND INFORMATION

Complete Address:

Contact Person:

Title:

Telephone No:

Cell:

Email:

Web:

Applicant's Mission:

**Amount Requested: \$**

## SECTION 2A: PURPOSE OF SPONSORSHIP

1. Is this request for a **Project**?      YES      NO
2. Is this request for an **Event**?      YES      NO      Name of Event:
3. Location of Event:      Date(s) of Event:
4. Is this an Annual Event?      YES      NO      Is this a **Fundraiser**?      YES      NO
5. If this is a Fundraiser how much do you expect to raise this year after expenses?
6. 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**

**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).

If your Co-Sponsor is collecting an **administration fee**, please show that as well. PTSSD will consider an administration fee of up to 5%.

**2. Also, supply a line-item budget which shows how the Penn Treaty SSD Sponsorship would be used.**

**3. If your project requires that you use outside vendors for the proposed work, please attach at least two estimates.** If this is not possible, please explain:

**SECTION 4A: IMPACT**

1. Which District Neighborhoods will this project or event impact?

2. What is the anticipated attendance?

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

**SECTION 5A: APPLICANT'S SIGNATURE**

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

ORGANIZATION:

OFFICER:

TITLE:

DATE:

SIGNED:

**Sections 1B through 3B to be completed be the Co-Sponsor.**

**SECTION 1B**  
**CO-SPONSOR'S BACKGROUND INFORMATION**

**Name of CO-SPONSOR:**

Complete Address:

Chief Staff Member:

Title:

Contact Person:

Title:

Telephone No:

Cell:

Email:

Web:

Your Mission:

Please supply one of the following documents:

501(c)(3) Non-Profit Determination Letter from the IRS

Most Recent Form 990

Prior Grantee: Have you previously received a grant from PTSSD?

YES

NO

Prior Co-Sponsor: Have you previously co-sponsored a grant from PTSSD?

YES

NO

If you are a 501(c)(3) or other 501(c) organization, please indicate whether there has been any change in your organization's purpose, character, or method of operation since the issuance of its IRS tax ruling:

YES

NO

What charitable benefits will this Sponsorship have in the community?

**SECTION 2B**  
**CO-SPONSOR'S ADMINISTRATION FEE**

PTSSD will consider an administration fee of up to 5%.

Will an administration fee be charged to the Applicant for this grant? YES  NO

What percentage of the request is your organization collecting from the applicant?

**SECTION 3B**  
**SIGNATURE OF OFFICER (CO-SPONSOR)**

This fiscal partnership 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.

## APPLICATION CHECKLIST

1. Completed, signed application form. Check to see if you missed any questions.
2. Overall budget
3. Penn Treaty SSD Grant line item budget
4. Estimates (at least two if applicable)
5. Most recent Form 990, or
6. 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 five Sponsorship 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 6:30pm 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