

# Prince George Promise

## Sponsorship Application Instructions

1. Eligible organizations that may submit a Sponsorship Application include, but are not limited to, Parent Teacher Organizations, Student Clubs, Community Clubs, Non-Profit groups such as individual Boy Scouts/ Girl Scouts Troops, Fraternal Organizations such as Ruritan Clubs, The Woman's Club, etc. and Tax Exempt Entities. **In general, state and federal governmental entities are ineligible for funding; one exception is that local governmental entities are eligible for program-specific and special project purposes, excluding overhead and other administrative or operational costs.**
2. Sponsorship proposals require both an Authorized Signature and an Applicant's Signature. This means the proposal must be signed not only by the applicant but by his or her supervisor who would share the responsibility for the implementation.
3. Proposals must focus on the youth of Prince George County, ages 18 and younger; goals and objectives should be derivative of community needs and activities.
4. Proposals must fulfill at least one or more of the following Promise Objectives:
  - Promise # 1 – Mentoring
  - Promise # 2 - Healthy Start
  - Promise # 3 - Safe Places
  - Promise # 4 - Education
  - Promise # 5 - Volunteering
5. Organizations may only be awarded one sponsorship per calendar year; this does not preclude different departments of local government entities from submitting sponsorship applications concurrently for program-specific projects.
6. Organizations may request a maximum of \$500 per sponsorship application.
7. Organizations must be able to demonstrate the total cost of the project and indicate in-kind costs that will be provided through other sources; funding will not be awarded for salaries
8. Incomplete sponsorship applications will not be considered for funding. Be sure to read all instructions.

### **Submission Information:**

- A. Organizations must submit the completed sponsorship application to Prince George Promise, P. O. Box 294, Prince George, Va. 23875 or by email to Bettina Coghill at [BCcoghill@princegeorgecounty.gov](mailto:BCcoghill@princegeorgecounty.gov) at least two weeks in advance of the date of the event or need.
- B. Sponsorship Applications should be submitted in print, typed, or electronic form.
- C. Any questions related to the sponsorship application process may be submitted to Bettina Coghill by email at [BCcoghill@princegeorgecounty.gov](mailto:BCcoghill@princegeorgecounty.gov).

Date Submitted:

Date Received:



# Prince George Promise Sponsorship Application Contact Information

Name of Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Contact Person/s: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide below a brief description of the organization and mission:

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## Project Description/Need

Promise Objective(s): \_\_\_\_\_  
Funds Requested: \_\_\_\_\_ Number of Youth Participants: \_\_\_\_\_

Please provide a brief but specific description of proposed project activities with date(s), the need/importance for the request, and a brief explanation of the purpose of funding to include any other funding sources.

Proposed Project Activities:

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Need/Importance of the Request:

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Proposed Budget and Other Funding Sources:

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