



## Policy & Procedures Manual

# Sponsorships

The Children's Services Council supports a wide range of charitable groups. Sponsorship is one of the support tools available to CSC. Sponsorships dollars are limited and denial of any request shall in no way be construed as a reflection on the project submitted or the agency involved.

- A.** A prospective grantee should be a government or tax exempt organization.
- B.** A grantee must be engaged in work in Broward County on behalf of children and families.
- C.** The project must support Council goals and be consistent with the Council's mission to provide the leadership, advocacy and resources necessary to enhance children's lives and empower them to become responsible, productive adults through collaborative planning and funding of a continuum of quality care.
- D. Sponsorship Types Supported:**
  - 1. Service/Cultural Fairs
  - 2. Conferences
  - 3. Scholarships for children to attend Conferences
- E. Events NOT Supported:**
  - 1. Fund Raising Events
  - 2. Award Banquets
  - 3. Concerts



# Policy & Procedures Manual

## Sponsorships

### I. Eligibility Criteria

- A. Entities should be registered as a 501 (c) 3 organization or be a governmental entity
- B. The activity must benefit the children and families of Broward County
- C. The activity must fit into the goals and objectives of Children's Services Council
- D. Requests shall not exceed \$1000
- E. All awards must be approved by the full Council
- F. Organizations must comply with EEO, ADA and local ordinances and rules
- G. Agencies are eligible for one (1) award per Fiscal Year.

### II. Non-Eligible

- A. Individuals
- B. Programs solely serving people outside Broward County
- C. Programs with religious affiliation are eligible if they support a secular community program and do not propagate a belief in specific religious faith

### III. Application Procedure

- A. Submit a letter on the organization's official letterhead and signed by an authorized signer, at a minimum of sixty (60) days, but no more than one-hundred and eighty (180) days in advance of the planned activity.
- B. Briefly describe the planned activity, and its relationship to the mission and goals of the Children's Services Council.
- C. Include information about the principal project members, a synopsis of the budget itemized, funding sources, and the amount of funding requested from the CSC.



## Policy & Procedures Manual

# Sponsorships

- D. Include a completed W-9 'Request for Taxpayer Identification Number and Certification.'
- E. Address all letters of inquiry to Dr. Sharetta Remikie, Chief Equity & Community Engagement Officer, at the Children's Services Council, 6600 West Commercial Blvd, Lauderhill, FL 33319 or by email to [sponsorship@cscbroward.org](mailto:sponsorship@cscbroward.org)
- F. There are no application forms and the review of requests is ongoing throughout the year, or until the budget is exhausted.
- G. Applications are reviewed on a first come, first served basis.

### **Once you are funded, CSC requires that:**

- The CSC logo is included in all printed materials for your event/program and that you display a CSC banner in a prominent place, as appropriate.
- CSC is mentioned in content related to your event/program on Social Media and shared with CSC on our Facebook and Twitter feeds. Photographs are encouraged.
- CSC be provided with a table at the sponsored event, as appropriate

### **IV. Funding Procedure**

- A. Sponsorship requests are reviewed by staff and recommendations are forwarded to the Council for approval.
- B. If approved, the request and backup are provided to CSC's Accounts Payable for processing and checks are mailed to the organization.