Sponsorship Request Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Information Checklist

☐ Name of your Company/Organization

☐ Name of Project/Event/Program

☐ Project/Event Date

☐ Contact Name

☐ Contact Email, Address and Phone Number

☐ Amount of Funding Requested

☐ Approximate Total Cost of Project/Event

☐ The answer to this question: How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized

☐ Event/Program Objectives

☐ Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members

☐ The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers

☐ A list of other sponsors/major contributors

☐ The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference

☐ Have you included a complete and total budget, including the amount you are requesting ($999 limit), details on the amount and sources of other funds solicited or obtained

☐ Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received

☐ Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy