**2019 SPONSORSHIP REQUEST FORM**

***You can also complete this form online at*** [**https://naturalareas.wufoo.com/forms/sg8bhe90lxwgj1/**](https://naturalareas.wufoo.com/forms/sg8bhe90lxwgj1/)

## **Request Overview**

*Tell us more about your group and what you want to do.*

|  |  |
| --- | --- |
| **Overview** | |
| What is a name for your activity?: | How much funding are you requesting?  (up to $3,500): |
| Please describe your activity in 2-3 sentences: | |
| How did you find out about this sponsorship opportunity? | |
| **Contact Information** | |
| Organization/Group: | |
| Contact Name: | |
| Contact email: | |
| Phone number: | |
| Mailing address: | |
| **Fiscal Information** | |
| Organizational status: ⎕ 501 (c) 3 ⎕ Small business ⎕ Unaffiliated group/other ⎕ Fiscally sponsored by other 501 (c)3. → Fiscal sponsor name: | |
| Fiscal sponsor or Non-profit 501(c) 3 Tax ID: | |
| Fiscal Sponsor Phone/Email: | |
| Mailing address: | |

## **Activity details**

*Tell us how we can support you.*

|  |  |
| --- | --- |
| **Activity Information** | |
| **Date** | Do you have a specific date for your activity? ⎕ Yes ⎕ No |
| Desired Date (can be a month, day of the week or specific date between July 1, 2019 and June 30, 2020): |
| Sometimes we may have more availability on a different date. Is this date flexible? ⎕ Yes ⎕ No  Activity Date 2nd Option:  Activity Date 3rd Option:  Notes: |
| **Location** | Do you have a specific location for your activity? ⎕ Yes ⎕ No |
| Desired Location (can be a type of place or a specific Metro park or natural area): |
| Sometimes we may have more availability at a different location. Is this location flexible? ⎕ Yes ⎕ No  Activity Location Option 2:  Activity Location Option 3:  Notes: |
| **Amenities** | Would you like to reserve a shelter (as available) for your activity?  ⎕ Yes ⎕ No |
| If no shelters are available, would you like to reserve a group of picnic tables? ⎕ Yes ⎕ No |
| Would you like the reservation fee to be reduced? ⎕ Yes ⎕ No Would you like the parking fee to be reduced? ⎕ Yes ⎕ No |
| What other amenities do you need for your activity? (for example, large field, BarBQ) |
| **Metro staff support** | Would you like a park ranger to come and offer a welcome? ⎕ Yes ⎕ No |
| Would you like a guided walk or activity with a nature educator? ⎕ Yes ⎕No If yes, what kind of activity? Some ideas include: plant walk, song bird walk, nature art, animal tracking. |
| Would you like to participate in a volunteer activity? ⎕ Yes ⎕ No If yes, what kind of activity? Some ideas include: planting trees, park beautification |
| Would you like communications support? ⎕ Yes ⎕ No If yes, what kind of support? Some ideas include: Facebook or Instagram posts or story in our magazine |
| Please share any special considerations for your group: | |

## **Activity questions and budget**

*Tell us more about what you will do and how you will do it.*

**Questions**

1. Please describe your community (including racial/ethnic identity/ies) and who you hope will attend the activity.
2. Tell us about your activity. If you were to envision a successful activity, what would it look like?
3. How will your activity advance the program purpose and levy goals?   
   **Program purpose**: *Metro Parks and Nature’s community partnerships program supports communities of color in building capacity and connecting people with nature at Metro parks and natural areas.*  
   **Levy goal**: *Increase opportunities for communities of color to experience nature at Metro parks and natural areas*
4. Why is it important for your community to connect with nature? (What does nature mean to you and your community?)
5. What steps you will take to create your activity? Who will lead the process? What other groups will be involved?

**Budget**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requested Funds** | **Describe what funds will cover** |
| **Labor costs** (includes your organization's employee's hours spent on activity tasks) | | |
| Examples: (Staff: event coordinator) (Staff: program manager) | $ $ | (Include estimated hours and hourly rate) |
| **Materials and Services costs** (include costs such as printing, artist fees, stipends, transportation, insurance or food) | | |
| Examples: (Contractor: Speaker) (Supplies: Food) (Insurance: Event insurance) (Transportation: Ride share) | $ $ $ $ | (Include estimated costs) |
| **Administration costs** (includes fiscal sponsor, administrative program management, accounting, etc.) | | |
| Examples: (Fiscal sponsor: fee) (Staff: bookkeeper) | $ $ | (Include estimated costs) |
| **TOTAL** |  |  |

*Use the budget table to list your anticipated costs by category.*

## **Resources available to help with your application**

Where you can Iearn more about Metro parks and natural areas

Explore more about Metro’s Parks and Natural Areas on our website at [oregonmetro.gov/parks](file:///\\alex\work\PN\Teams\CommunityInvestments\Partners%20in%20Nature\0.%20Partnership%20Framework\2019%20Partner%20Selection\Materials\2.%20for%20Juan%20Carlos%20review\oregonmetro.gov\parks).

Questions about the form or the program?

You can learn more about the program at [www.oregonmetro.gov/parkspartnerships](http://www.oregonmetro.gov/parkspartnerships) where a handbook and factsheet area available. You are also welcome to contact Sheilagh Diez, Parks and Nature community partnerships coordinator with any questions or to discuss your idea.

[sheilagh.diez@oregonmetro.gov](mailto:sheilagh.diez@oregonmetro.gov)  
503-813-7533

*Se habla español*

## **How to turn in this form**

1. Email it to [sheilagh.diez@oregonmetro.gov](mailto:sheilagh.diez@oregonmetro.gov).

OR

1. Print and mail in the sponsorship request form to the address below.

OR

1. Print and hand-deliver the form to the Metro Regional Center front desk between 8 a.m. and 5:30 p.m. at the address below.

Sheilagh Diez

Community Partnerships Coordinator  
Metro Parks and Nature  
600 NE Grand Avenue  
Portland, OR 97232

All emailed, hand-delivered or mailed sponsorship request forms must be received by staff by May 1, 2019. Staff will confirm receipt of your sponsorship request form within one business day.