**2019 SPONSORSHIP REQUEST FORM**

***You can also complete this form online through our website at*** [***oregonmetro.gov/parkspartnerships***](oregonmetro.gov/parkspartnerships)

## **Request Overview**

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| **Overview** | |
| What is the name of 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 opportunity? (Through a friend or colleague, on website, through email from Metro, other – please describe) | |
| **Contact Information** | |
| *Please use this section for the group and main contact person for your activity.* | |
| Organization/Group: | |
| Contact Name: | |
| Contact email: | |
| Phone number: | |
| Mailing address: | |
| **Fiscal Information** | |
| *Please use this section to describe the organization that will be responsible for processing invoices.* | |
| Organizational status: ⎕ 501 (c) 3 ⎕ 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**

*Please share more information about the date and location of your activity. If you do not yet have a date or location in mind, please use the comments section to describe what time of year, day of the week and type of location you are interested in.*

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| **Activity Information** | |
| **Date** | What date would you like for your activity (MM/DD/2019)? (between November 1, 2019 and June 30, 2020)  Please share additional possible dates or what time of year and day of the week you want: |
| **Location** | **What location would you like for your activity?**  ⎕ Blue Lake Regional Park  ⎕ Oxbow Regional Park  ⎕ Scouters Mountain Nature Park  ⎕ Graham Oaks Nature Park  ⎕ Other (specific site): |
| Please share other desired locations or any additional information about location. |
| **Amenities** | Would you like to reserve a shelter or picnic tables for your activity?  ⎕ Yes ⎕ No ⎕ Other: |
| What additional amenities do you need for your activity? (for example, a large field, BarBQ, etc.) |

## **Staff support**

*Please share how our staff can support you during your activity.*

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| **Metro staff support** | **Ranger Support**  Would you like a park ranger to come to your activity? ⎕ Yes ⎕ No ⎕ Maybe If you do want a ranger to attend, what would you like them to share? Some ideas include: join for a meal, talk about their career, or share information about the park. |
| **Nature Education Support**  Would you like a guided walk or activity with a nature educator?  ⎕ Yes ⎕No ⎕ Maybe If yes, what kind of activity? Some ideas include: plant walk, song bird walk, nature art, animal tracking. |
| **Community Service Support**  Would your organization like to build community through community service in our parks or natural areas? ⎕ Yes ⎕No ⎕ Maybe If yes, what kind of project? Some ideas include: planting trees, park beautification, controlling weeds? |
| **Communications Support**  Would you like communications and events support? ⎕ Yes ⎕No ⎕ Maybe If yes, what kind of support? Some ideas include: Facebook or Instagram posts, event planning support, or a story in our magazine. |
| Please share any special considerations for your group: | |

## **Activity questions**

*Please answer the following questions related to your activity.*

**Questions**

1. What are the demographics of your board, staff, activity leader and the people who will be participating in your activity? In particular, what percentage identify as BIPOC (Black, Indigenous, People of Color)?
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? What other groups will be involved?

**Budget**

*Please use the following sections to give an overview of your proposed budget.*

*Please note that total costs must not exceed $3,500.*

Under each category, please list the item and an estimated cost  
Example: Food for event: $15/person for 100 people =$1,500

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| **Item** | **Requested Funds** | **Describe what funds will cover** |
| **Staff and Labor costs** (includes your organization's employee's hours spent on activity tasks) | | |
| Examples: (Staff: event coordinator) (Staff: program manager)  (Staff: program manager) | $ $  $ |  |
| **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) | $ $ $ $ |  |
| **Administration costs** (includes fiscal sponsor, administrative program management, accounting, etc.) | | |
| Examples: (Fiscal sponsor: fee) (Staff: bookkeeper) | $ $ |  |
| **TOTAL** |  |  |

## **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 August 21, 2019. Staff will confirm receipt of your sponsorship request form within one business day.