## FALLON PAIUTE-SHOSHONE TRIBE

# SPONSORSHIP REQUEST FORM



Applicants requesting a sponsorship must complete this form, attach all required documentation, and be submitted to the Tribal Secretary's Office. **Applications are due by the 1**st of each month (requests received after the deadline will be processed in the next month). The Tribe cannot guarantee that all requests will be approved and that an approval does not guarantee future requests will be approved. <u>Applicants cannot request both a donation and sponsorship for the same event</u>.

APPLICANT INFORMATION				
Applicant Name Mailing Address			EIN/SSN: Phone No.	
Affiliation	FPST Member or Entity Other Indian or Tribal Entity	Local Comn	nunity Organization	
	SPONSORSE	HIP INFORM	ATION	
Event Name  Date(s)  Prior Requests	Yes No If "Yes" when:			
Nutrition a	Mentoring ral functions ecreation	Cultural and Di Functions conc Safety/Security	at are applicable): iversity Programs (youth/elders) ducted by Tribe Tribal Members y of the FPST Tribal Communities nd Educational Programs	
	RIPTION. In the box, below, provide ent and your organization (if application)	•	our activity (event), a brief description of the sponsoring funds will be used.	

## SPONSORSHIP BENEFITS TO THE TRIBE

Identify any **IN-KIND** Benefits to the Tribe from this sponsorship:

Benefit		Details	
Tickets/ Hospitality	☐ YES		
Speaking rights at relevant programs	☐ YES	(provide details of public speaking opportunities for tribal officials/employees)	
Acknowledgement as a Sponsor	☐ YES	(in newsletters, newspapers, on signage and banners, programs, flyers, etc.	.)
Other (explain in detail)	☐ YES		
Identify any MEDIA AN	ND MARKET	NG benefits to the Tribe from this sponsorship:  Details	
Media releases	☐ YES	(targeting radio/TV/press etc.)	
Direct Mail	☐ YES	(length, time, number, frequency etc.)	
Media Ad's (TV, radio, newspaper)	☐ YES	(length, time, number, frequency etc.)	
Website & Social Media	☐ YES	(banner, site ads etc.)	
Other (explain in detail)	☐ YES		
	FUNDR	AISING AND OTHER SPONSORSHIPS	
pledged for this activit	ty (attach ad	mation on any fundraising and/or other sponsorships that has ditional sheets if necessary).	
List Fundraising and/or Othe	er Sponsorsnip:		Total Amount
			\$
		TOTAL FUNDRAISING & OTHER SPONSORSHIPS AMOUNTS:	\$

### TYPE & AMOUNT OF REQUEST

In the table, below, identify the sponsorship request type, the amount, and details on the need and use of the funds (attach additional sheets if necessary).

Cost Center Details Amount \$ Cash \$ Sponsorship \$ \$ In-Kind Support & \$ Sponsorship \$ \$ Use of Facilities, \$ Name, and/or Seal \$ \$ Signage (signs and \$ sign placement)

**NOTES.** Use of Tribal Facilities – please detail the specific use, date and times of buildings, and have adequate insurance coverage to protect the Tribe for any liabilities, as well as any possible damage to facilities; Use of Tribal Name or Seal – subject to approval and the use must be respective and comply with any conditions set forth by the Tribe – approved sponsorships itself does not automatically grant the applicant the right to use these items; Signage – all signage and signage placement must be approved in advance by the Council. No permanent sponsor signage may be placed on tribal facilities.

#### CERTIFICATIONS, ASSURANCES, AND ACKOWLEDGEMENTS

**ACCOUNTABILITY OF USE OF FUNDS.** For all approved requests, the recipients must submit receipts and/or documentation that the money was used for the intended purpose within 30 days. Failure to use a sponsorship for the purpose represented to the Council will result in one or more of the following consequences:

- 1. Denial of future sponsorship requests for a period of three (3) years.
- 2. Required repayment of the sponsorship from any tribal disbursements, including current and future per capita payment distributions.
- 3. Possible civil litigation to recoup funds in the appropriate court of legal jurisdiction based on review and recommendation of the Tribe's Legal Counsel.
- 4. Possible criminal prosecution for the offense of fraud or theft (a crime that includes the act of obtaining money by material misrepresentation) based on review and recommendation of the Tribal Prosecutor.

#### **APPLICANT ACKNOWLEDGEMENT & SIGNATURE**

I acknowledge that I have read the certifications and assurances, as well as reviewing the Tribe's policies and procedures for sponsorships. I also confirm that this application has been completed with information that is accurate to the best of my ability. I acknowledge and understand that if the activity listed in this application does not occur as described herein, that the Tribe shall be reimbursed the amount provided. I agree that the Tribe shall have all rights to enforce this contract as provided for by law.

Printed Name of Applicant	Applicant/Authorized Representative Signature	Date						
OFFICIAL TRIBAL USE ONLY								
FBC Meeting:	FBC Decision: Approved Denied							
Amount Approved: \$	Date to Finance:							
Other Information:								
FBC Secretary's Signature:	Date: _							