Community Sponsorship Program
Review, Evaluation, and Decision Process

1. **Application Review**
   - Applications will be reviewed by the Chief Executive Officer.
   - Applications may be submitted at any time throughout the year and will be reviewed on a first-come, first-served basis until the annual sponsorship budget is fully allocated.
   - Incomplete applications will not be considered.

2. **Evaluation Criteria**
   - Applications will be assessed based on the following:
     o alignment with SUMAssure's goal of supporting member communities;
     o appropriateness of the requested amount in relation to the event's scope and budget;
     o opportunities for sponsor recognition; and
     o preference may be given to municipalities that have not received funding recently.

3. **Decision Notification**
   - Applicants will be notified of the decision by email within three weeks of submission.
   - Approved applicants will receive a confirmation email and payment instructions.

SUMAssure

Community Sponsorship Program Application Form

1. Member Municipality Contact

- Municipality Name:

- Primary Contact Name:

- Title:

- Phone Number:

- Email Address:

2. Event Information

- Event Name:

- Event Date(s):

- Event Location (must be within the member municipality):

- Brief Event Description:

- Expected Attendance:

3. Community Impact

- How does this event benefit the community?

4. Financial Details

- Total Event Budget:

- Amount of Sponsorship Requested (up to $500):

- How will the sponsorship funds be used?

5. Recognition

- How will SUMAssure be recognized as a sponsor?

6. Authorization

- Signature of municipal representative:

- Date of Submission: