



## Community Sponsorship Grant Instructions

1. Sponsorship requests will be taken year round.
2. All sponsorship requests will be thoroughly reviewed by the Grant Administrator and Community Relations Director.
3. Requests will not exceed \$10,000 and are limited to one per calendar year.
4. All members of the Board of Supervisors will have the opportunity to review all sponsorship requests.
5. Upon approval of sponsorship request, organization will submit invoice to Community Relations Director.
6. Sponsorship recipients will work with the Community Relations Director regarding a recognition plan.
7. Upon request, organizations agree to provide further documentation on expended funds.
8. Monitoring of sponsorship requests shall be the responsibility of the Polk County staff including the Community Relations Director, Grant Administrator, Budget Officer, and the Polk County Auditor's Office.