



POLK COUNTY COMMUNITY SPONSORSHIP PROGRAM GUIDELINES

(Please read all guidelines **prior** to starting your application.)

I. Overview and Application Submissions

- A. The Polk County Sponsorship Program was designed to provide financial support to nonprofit organizations that offer cultural, recreational, educational, and essential human service needs to Polk County residents. Polk County has a rich history of partnering with public and private entities to provide effective programs and services to our community. The range for Sponsorship requests is \$1,000 to \$5,000.
- B. Due to the large number of requests, Polk County is unable to act favorably on all applications received. Each application is evaluated on overall community impact, compliance with Polk County guidelines, and availability of funds.
- C. Applications must be submitted at least ninety (90) days prior to the date of the event, without exception, via the Polk County Online Application and Reporting System.

II. Sponsorship Review Timeline

The application review process takes several weeks from the date of submission. Polk County will not expedite requests to accommodate program or event deadlines. The Polk County Board of Supervisors will make recommendations for approval or denial no later than thirty (30) days before the start of the event.

III. Eligibility

- A. Applicant Organization shall be a nonprofit, tax-exempt organization registered in the State of Iowa that focuses exclusively on the promotion of social welfare as determined by Polk County at its sole discretion.
- B. The Applicant Organization shall provide a formal-tax status document from the Internal Revenue Service (IRS), the nonprofit organization.
 - a. Applicant Organizations whose IRS tax-exempt status are pending approval are not eligible to apply for Sponsorship funding from Polk County.

IV. Limitations

- A. Polk County will not accept Sponsorship applications for the following:

- Organizations, projects, or programs outside of the State of Iowa.
- Political parties, campaigns, candidates, or partisan organizations.
- Private foundations.
- Individuals.
- Organizations that would redistribute the funds received to other groups (with the exception of a fiscal agent).
- Funding for programs or events that have already been completed.
- Incomplete applications.
- Any organization that has a reporting requirement overdue to Polk County.
- Youth sports teams.