



COUNTY OF SAN DIEGO
EQUITY & RACIAL JUSTICE

SPONSORSHIP REQUEST APPLICATION FY 2024-25

Organization Information	
Name	
Type of Agency (501(c)3, Private)	
Address	
Phone	

Check Payee Information (if different from above)	
Check Payee	
Address	
Phone	

Point of Contact for Sponsorship	
Name	
Address	
Phone	
Email	

Event Details	
Event Name	
Event Date	
Event Location	
Tickets/entries for our office (qty):	

Acknowledgements:	
1. Acknowledge that sponsorship payment will be made via check.	
2. Acknowledge that sponsorship check will be mailed via USPS.	
3. Acknowledge that sponsorship check <i>may</i> arrive after event date.	
4. Acknowledge that not all applications/sponsorship requests will be approved.	
5. Acknowledge that approving amount <i>may</i> be less than requesting amount.	
Please check that you understand and accept the above stated acknowledgements.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Signature	

**Has Office of Equity & Racial Justice sponsored the event before?
Please Select**

Year(s)	Dollar Amount(s)	Year(s)	Dollar Amount(s)
2023-2024		2022-2023	

What are the event objectives? Please explain how the event will impact your community.

Expected Number of Participants?	
Event Website (if available)?	

Sponsorship Details

Amount Requested? (Not to exceed \$5,000)	
How will the funds be used?	

What type of paid and/or unpaid advertising will be used to promote the event?

(signage, collateral, tv, radio, social media, website posts, email blasts, etc.)

Before submitting this Sponsorship Application, please be sure to review the directions below and include all items requested. Application must be complete to be reviewed for consideration.

The following items have been included:

- Completed Sponsorship Application – Ensure you've signed and marked acknowledgement section
- Sponsorship Package(s) and/or Event Flyer
- Organizational W9
- California Resident form 590 or Non-Resident form 587
- Any additional documents or information to support the sponsorship request

Submit completed application to:

Email:

OERJ@SDCOUNTY.CA.GOV

or

Mail:

Office of Equity & Racial Justice
c/o Sponsorship
1600 Pacific Hwy, ste 352
San Diego, CA 92101

DISCLAIMER: The Office of Equity and Racial Justice and the County of San Diego reserves the right to conduct financial auditing for all sponsorship recipients Up to twelve months after event/activity.



COUNTY OF SAN DIEGO
EQUITY & RACIAL JUSTICE

OFFICE OF EQUITY & RACIAL JUSTICE
SPONSORSHIP REQUEST GUIDELINES

The Office of Equity & Racial Justice (OERJ) identifies funds to be used for public information and education, and support of professional educational events as part of the annual budget process. Public and private organizations, non-profit and government organizations may submit a Sponsorship Request Application.

OERJ's SPONSORSHIP REQUEST CRITERIA

- The purpose of the activity or event must be consistent with OERJ's [mission](#).
- Sponsorship will strengthen community outreach.
- The requested funds must be available.
- The requested funds must be used to supplement, not supplant, other funding.
- The event must take place in San Diego County.
- The Sponsorship Request must not exceed \$5,000.
- Organizations shall not receive more than two Sponsorship Awards per fiscal year (July- June).
- If a Sponsorship Request is approved, the requestor agrees to include Office of Equity & Racial Justice logo in all event materials, marketing collateral, and media opportunities.

SPONSORSHIP REQUEST APPLICATION PROCESS

A Sponsorship Request Application must be completed. Sponsorship requests are reviewed on an on-going basis. There is no calendar deadline to apply. Applicants should allow **no less than two months (8 weeks)** between application submission and the sponsored event to provide time for review, approval, and planning for Office of Equity & Racial Justice's participation.

Priority will be given in order of applications received.

All Sponsorship Requests shall:

- Be evaluated against Office of Equity & Racial Justice's sponsorship criteria and considered in relationship to OERJ's existing commitments.
- Be submitted on the OERJ's Sponsorship Request Application.
- Meet each of the Sponsorship Request Criteria listed above.

Make sure to include the following documents:

1. Sponsorship Application.
2. Sponsorship Package (from your organization).
3. Event Flyer or promotional material.
4. W-9 Form and Form 590.
 - **It is the responsibility of the organization to ensure that the address on the tax forms are up to date and correct, failure to provide accurate information will result in a delay of warrant (check) received.**
5. Other supplemental information you'd like to provide.

Warrant/Checks:

- It is the responsibility of the requesting organization to keep track of multiple sponsorship requests from County departments. If requesting from more than one (1) department a single check is often issued and will not specify the amount each department is granting.
- Memo requests printed on checks are not guaranteed.
- Check will be sent to address indicated on tax filings.
- Checks will *only* be sent via USPS mail (picking up is not an option).
- Check may arrive after event date.

All sponsorship requests and/or questions shall be submitted to: OERJ@sdcounty.ca.gov