



Exhibit A. Village of Winnetka Sponsorship/Donation Application

For information regarding the Village's procedures for sponsorship/donation, please see attached policy. The Village reserves the right to request additional information that is not listed in this application. If you are requesting In-Kind Sponsorship such as road closures, utility, police or fire assistance, please fill out a Special Event Permit as well and submit it to the Winnetka Police Department.

1. Type of Sponsorship Requested

<input type="checkbox"/> Monetary Donation/Sponsorship	Amount Requested: \$ _____	FOR VILLAGE USE ONLY:
		Amount approved: \$ _____

2. Organization/Group Details

Name of Organization: _____		
Contact Name: _____	Title/Position: _____	
Mailing Address: _____	Phone: _____	
City: _____	State: _____	Zip: _____
Email: _____		
Organization or Event Website: _____		

3. Not-For-Profit Status *(please attach documentation to application)*

Not-For-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No	Registered in Illinois <input type="checkbox"/> Yes <input type="checkbox"/> No
Tax Exempt Number: _____	

4. Program/Event Details

Name of Program/Event: _____	
Type of Program/Event: _____	
Event Date(s): _____	
Event Time(s): am/pm to am/pm _____	Expected Number Participants: _____
Event Address: _____	

a. If the event is intended to be a business district-wide event requiring business participation, please list the names of all business that have agreed to participate *(Attach additional documentation if needed)*:

Event or Program Mission/Purpose *(Attach additional documentation if needed)*:

Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who will receive the proceeds? _____	Fundraising recipient's 501(c)3 Number: _____
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Event Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has this event been previously held? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, previous date _____	If previously held, was the Village of Winnetka a sponsor? <input type="checkbox"/> Yes <input type="checkbox"/> No If a monetary sponsor, what amount? _____
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5. Benefits Proposal



Check all of the proposed benefits, goods and/or services the Village will receive if approved.

- | | | |
|--|--|--|
| <input type="checkbox"/> Booth/table at event | <input type="checkbox"/> Verbal recognition at event | <input type="checkbox"/> Recognition in social media |
| <input type="checkbox"/> Banner at event | <input type="checkbox"/> Event tickets | <input type="checkbox"/> Village logo on marketing materials |
| <input type="checkbox"/> Village logo on website | <input type="checkbox"/> Other: | |

6. Village Goals

Elaborate on how the event will help achieve the following goals:

- a. Broad community impact and/or Winnetka identity building.

- b. Benefit to the economic health of the community.

7. Event Promotion/Marketing

- a. Please describe a timeline of event promotion and how the event will be advertised (*Attach copies of marketing materials including logo, flyers, etc.*). May include materials from previous occurrences if those marketing materials are similar to current event.

- b. If the Village was previously a sponsor of this event, please describe how you promoted the Village at the event.

8. Event Funding and Sustainability

- a. How is the event funded? Please list all financial sponsors and respective sponsorship amounts, including event fees such as registration, entry, spectator, vendor, etc. (*Attach additional documentation if needed*).

- b. If you are requesting a Donation/Sponsorship from the Village that will be 50% or more of your budget, please attach an event budget including all revenue and expense items. Outline how you will use the Donation/Sponsorship.

Please sign and submit application to idechant@winnetka.org or deliver to Winnetka Village Hall, 510 Green Bay Road, Winnetka, IL 60093

Signature: _____

Date: _____

FOR VILLAGE USE ONLY: Date received: _____ By: _____