

HANCOCK COUNTY ARTS AND CULTURAL COUNCIL

SPONSORSHIP REQUEST GUIDELINES

The Hancock County Arts and Cultural Council recognizes the value in partnering with other organizations to promote its mission to foster, support, and promote the arts, humanities, education, and cultural activities in Hancock County, Indiana and its surrounding areas. To that end, the HCAAC will set aside a specified amount in its annual budget with which to respond to sponsorship requests. The following guidelines will be used to determine those awards:

1. Sponsorship will be considered for groups and projects that align with the stated mission of the HCACC.
2. The purpose of the requested funds must be specific to a project or program. Requests for on-going administrative or staffing support will not be considered.
3. The organization must be based in Hancock County.
4. The project or program must take place in Hancock County.
5. If other funding sources are being sought, those details must be disclosed.
6. There must be some established tool in place for measurement of the project or program's effectiveness. E.g. How many people attended the event? How many artists participated? For ongoing programs or those that occur each year, what is the comparison of those numbers with previous years?
7. References must be provided. E.g. Organizations with whom the requesting organization has previously partnered. Participants in previous programs or events. Suppliers of goods or services from previous programs or events.
8. The requesting organization must provide a Financial Statement showing financial stability. Generally, "financial stability" will be associated with an organization which has been in existence for at least one year, and which can provide a financial statement showing sufficient existing funds to conduct the project or program.
9. These guidelines and the application will be posted on the HCACC website. When the annual Sponsorship budget has been exhausted, that information will be posted.
10. The HCACC logo must appear with the heading "Sponsored by" on all project or program materials, advertising, and websites. Sponsorship recipients are expected to provide copies of those materials showing the HCACC logo.
11. Sponsorship awards will be no greater than \$150 per year per organization, and will be disbursed within one week of HCACC approval.
12. Recipients of an HCACC Sponsorship will receive an HCACC membership for the calendar year in which the project / program takes place.

October 2, 2012