



VOLUSIA COUNTY COUNCIL SPECIAL EVENT SPONSORSHIP POLICY

PURPOSE

To establish a *Volusia County Council Special Event Sponsorship Policy* to govern the disbursement of discretionary funds approved by the council for the sponsorship of special events conducted by nonprofit organizations that it finds provide a valid public purpose.

POLICY

This policy governs the approval of sponsorships by the Volusia County Council (“council”) of special events, programs and services conducted by nonprofit organizations.

I. Sponsorship Opportunities

Available Funds – The goal of the council is to annually allocate \$40,000 in discretionary funds to sponsor special events under this policy. Funding is contingent upon budget approval. Each council member may support sponsorship requests which are subject to approval by the council.

A. Nonprofit organizations may request sponsorship funds by submitting a Sponsorship Request Form (“request form”) to the county manager’s office.

B. Council members shall be able to recommend an amount not to exceed \$1,500 per event.

C. Eligible Applicants

1. Nonprofit Organizations: A nonprofit organizations incorporated as a nonprofit organization licensed to do business in the State of Florida and registered as tax exempt under sections 501(c)3 or 501(c)4 of the Internal Revenue Code may be eligible for sponsorship funds subject to the following guidelines:

- Organizations that have received financial support from local county general fund grants within the same fiscal year of the request are not eligible.
- Organizations that are considered political-based organizations will not be approved by the council regardless of viewpoint. Political-based organizations constitute those entities subject to regulation under

election laws, political parties or organizations that endorse candidates for public office.

D. Sponsorship Request Form (Located on the County's website www.volusia.org/sponsorship.)

A request must be submitted to the county at a minimum of 60 days prior to the date of the agencies event on a county approved form which shall include:

1. Contact information of the applicant;
2. Information on the applicant organization, including a valid tax ID number, documentation demonstrating that it is registered 501(c)3 or 501(c)4 non-profit organization in good standing with the Internal Revenue Service;
3. Other details:
 - a. Requested amount;
 - b. Event location;
 - c. Date & time of event;
 - d. Description of event;
 - e. Description of the public benefit of the event (identify how the event will benefit the community);
4. Applicant's signature;
5. Copy of current W-9 Form.

PROCEDURE

A. **Initial Review & Eligibility** – Applicants must timely submit a request form to the county manager's office or via email at Sponsorshiprequest@volusia.org. Request forms may be obtained on the county's website at www.volusia.org/sponsorships.

1. County staff will review the request form for completeness, verify that the non-profit organization is listed and in good standing with the IRS, and provide a recommendation to the council.

B. **Approval** – The request will be presented as an agenda item to the council and include a report of all year-to-date expenditures. All requests are subject to approval by the council.

C. **Payment** – County staff will contact the Applicant by email to notify them of the council's decision on the request.

D. **Oversight** – County staff will track awards and available funds and provide quarterly reports to the council.

E. **County Logo use** – The county's community information office must first approve

use of the county logo by a sponsorship recipient.

- F. **Questions/Concerns** – Questions or concerns should be directed to the county staff at Sponsorshiprequest@volusia.org.

REPRESENTATION OF COUNTY AT SPECIAL EVENTS

Attendance by council members, the county manager and/or county employees so directed by the county manager, at a county sponsored special event under this policy shall be deemed the performance of his or her public duties as a representative of the county which may include one guest for each representative. Any ticket provided by the organization to the county for a sponsored event shall be provided to the county manager for distribution in accordance with this policy.