



**Sachse EDC Donation, Contribution, Sponsorship Request Form**

*Please see guiding principles document on the second page of this form. This form must be signed for an application to be considered complete.*

*Allow 4 weeks review. All requests should be sent to: [EDC@cityofsachse.com](mailto:EDC@cityofsachse.com)*

<b>Requestor information</b>		<b>Organization:</b>	
Name of representative:		Email:	
Organization mailing address:			
Organization phone number:		Representative phone number:	
<b>About the organization</b>		<b>Geographic area served:</b>	
Organization website:			
Programs and activities:			
Organization mission:			
<b>Purpose</b>	<input type="checkbox"/> Event sponsorship	Amount requested:	
	<input type="checkbox"/> Fundraising	Overall funding goal:	
<input type="checkbox"/> Other _____			
Purpose of request:			
Explain how the funding results in the overall benefit of Sachse residents and local businesses:			
Please indicate if funding is to support a specific event, program, service, etc. Provide specific details about how funding will be used:			
Timeline for utilization of the funding:			
Highlight other sources of funding sought:			
If an event or program will take place, are you also seeking additional EDC/City assistance? If so, please explain:			
Indicate total anticipated costs to run the event or program, if applicable. Provide details about anticipated costs:			
Indicate how EDC will be recognized for participation:			



**Guiding Principles for Donations and/or Contributions and/or Sponsorships approved by the Sachse Economic Development Corporation Board of Directors**

1. Note: these guiding principles refer to requests for funding from the EDC sales tax.
2. Staff must receive a request form for each request, even events occurring annually, **unless funding has already been approved as part of the annual EDC Budget.**
3. Non-profits (501)(c)(3)s or other Internal Revenue Service defined non-profit, educational, or service organizations may be supported. Upon written request from the organization to the EDC or introduced by a Board member, consideration will be given and voted upon for financial support.
4. The monetary support for the organization or organization event must result in the overall benefit of Sachse.
5. No politically affiliated individual, group, or organization will be considered for donations or financial support.
6. The organization must be in 'good standing' with the Internal Revenue Service. The EDC maintains the right to request Year End Reports from the organization at any time.
7. No more than 25% of all revenue generated for the entity may be used for Administrative Costs. The EDC reserves the right to request this information and a formal accounting of it.
8. If a donation, contribution, or sponsorship is provided by the EDC for a specific event, program, service, or cause, and that event, program, service, or cause is canceled, postponed, or otherwise does not occur, the funding must be refunded back to the EDC. At the discretion of the Board and/or staff, the funding can be applied to the same event if postponed to a date specific.
9. If funding is granted, the EDC must be recognized or otherwise promoted for participating in the request.
10. **Staff and/or the EDC Board may or may take into consideration whether an organization requesting funding has already received funds from the EDC when deciding whether or not to approve a request.**

I acknowledge that I have read and understand the guiding principles for donations and/or Contributions and/or Sponsorships approved by the Sachse Economic Development Corporation Board of Directors. I understand that any request for consideration will be contingent upon meeting the guiding principles. I also understand that meeting the guiding principles does not guarantee my organization will receive any funding from the City of Sachse and/or the Sachse Economic Development Corporation.

Printed name	Signature	Date

For more information, please call (469) 429-4764  
 Completed requests should be submitted to the Sachse City Manager's Office  
 Jerod Potts, Economic Development Manager  
 Denise Lewis, Economic Development Coordinator  
[EDC@cityofsachse.com](mailto:EDC@cityofsachse.com)

For Administrative Use Only			
<b>Date form received:</b>			
<b>Action:</b>	Date approved: _____	Date rejected: _____	Referred to EDC Board for meeting to be held: _____