



# CO-SPONSORSHIP APPLICATION

A guide to completing your organizations' Co-sponsorship Application

*How much are you spending on this event? \$ \_\_\_\_\_.*  
*\*If you are charging fees for this event, how much revenue do you anticipate? \$ \_\_\_\_\_.*

## What is a Co-sponsored Event?

A co-sponsored event is defined as an event that is planned and conducted by an applicant that meets the criteria for co-sponsorship. The City participates in the event by contributing staff time, public safety services and/or the use of facilities.

The City of Fontana allocates funds annually for the purpose of assisting non-profit Fontana-based organizations hosting Community events. The City does not provide monetary funds for these co-sponsored events, but in-kind services. Organizations seeking co-sponsorship assistance are required to submit a Co-sponsorship application no earlier than February 1 and no later than February 28 or between September 1 – September 30.

Types of sponsorship vary and are based on the needs of the non-profit group. There are three designated types of co-sponsorship: Facility Usage, Special Events, and Equipment Usage.

### Facility Usage:

Types of co-sponsorship requests that include facility usage are community meetings, or events that take place in a City park/sports field. Co-sponsorship applicants requesting the use of a facility must also complete a Facility Use Agreement Application along with their co-sponsorship application paperwork.

### Special Events:

Parades, festivals, and carnivals that take place within City limits must be co-sponsored by the City of Fontana. Events such as the annual Fontana Days Festival which includes a carnival and parade fall under this category.

### Equipment Usage:

Any event in which City equipment is utilized must be co-sponsored by the City. Equipment usage requests may include sporting equipment, generators, stages, and tables/chairs.

## Co-Sponsorship Criteria Checklist

All applications in consideration for co-sponsorship must meet the following criteria:

- Applicant must show proof of 501(c) 3 non-profit status or that the event is not for profit.
- Applicant must be based in the incorporated boundaries of the City of Fontana.
- Applicant must select a tier rating for the organization.
- Applicant's event must be open to all Fontana residents.
- The applicant's event must be a benefit to the Fontana Community.
- Applicant must fill out a Special Event application & a budget form.
- Submit co-sponsorship application to the Community Services Department between February 1 and February 28 or Sept. 1– Sept. 30.

## Procedure for Requesting City Co-Sponsorship

1. Complete the Special Event Application, Budget Form, and Co-sponsorship forms.
2. Submit application in February of each year to:  
*Co-Sponsorship Events  
 Community Services Department  
 9460 Sierra Avenue  
 Fontana, CA 92335*
3. Upon receipt of request, staff will verify eligibility and assign tier rating.
4. Staff liaison shall place the request for co-sponsorship on the Parks & Recreation Commission agenda. The Parks & Recreation Commission will review all applications.
5. Staff liaison shall notify the applicant requesting the co-sponsorship of the date, time and location of the Parks and Recreation Commission meeting at which the application will be considered.
6. Upon approval by the Parks and Recreation Commission, request will be forwarded to City Council for consideration as part of the annual Budget Adoption process.
7. Organizations that receive approval must recognize the support of the City. All publicity and advertisements for the event must include the City of Fontana logo.
8. Upon approval by the City Council, the applicant will be notified in writing.
9. If applying for the use of a facility, a **Facility Use Permit** application must be filled out in addition to the co-sponsorship application.
10. The Community Services Director, or designee, can approve co-sponsorship requests for the use of facilities that do not impact facility rentals and/or programs which do not exceed \$5,000 cumulatively, annually.

At the time of application, each organization must identify which tier their co-sponsorship request will fall under.

### Tier One

Organization provides minimum of eighty percent (80%) of program resources and funding.

### Tier Two

Organization provides minimum of seventy percent (70%) of program resources and funding.

### Tier Three

Organization provides minimum of fifty percent (50%) of program resources and funding.

All organizations must provide a minimum of fifty percent (50%) of the program's resources (i.e. funding, equipment, advertisement) to be eligible to apply for co-sponsorship with the City.

## Dates to Remember

- Co-Sponsorship Application Acceptance – **Month of February/Sept.**
- Park & Recreation Meeting Application Approval – **April Meeting/Oct.**
- City Council Meeting Application Approval – **First Meeting in June/Nov.**
- Budget Adoption –

11. Upon cancellation of facility use with less than thirty (30) days notice, Class 3 Rental Facility fees will be charged to the organization according to the Facility Rental Policy.

Questions regarding the co-sponsorship process or application may be directed to the City of Fontana, Community Services Department (909) 428-8360 ext. 223.

City of Fontana  
Co-Sponsorship Budget Worksheet Form

Event/Program Revenue

REVENUE TYPE	PROPOSED	PREVIOUS EVENT ACTUAL REVENUES
Ticket/Entrance Fees		
Donations Received		
Food/Beverage Sales		
Merchandise Sales		
Other Income		
<b>Total Revenue</b>		

Proposed Expenses

Assistance Requested?	Category	Proposed Budget	Co-sponsorship Amount (Staff will complete)	
Personnel			Recommended	Approved
<input type="checkbox"/>	City Staff Assistance (Police, Maintenance, Recreation, etc.)			
N/A	Organization Volunteers			
<b>Total Proposed Personnel Cost</b>			<b>Total Assistance Requested</b>	
Event/Misc. Expenses			Recommended	Approved
<input type="checkbox"/>	Decorations			
<input type="checkbox"/>	Press Releases			
<input type="checkbox"/>	Insurance Binder			
<input type="checkbox"/>	Food/Drink			
<input type="checkbox"/>	Postage			
<input type="checkbox"/>	Security			
<input type="checkbox"/>	Equipment (Generators, Light Towers, stages, etc.)			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<b>Total Event/Misc. Cost</b>			<b>Total Assistance Requested</b>	
Advertising			Recommended	Approved
<input type="checkbox"/>	Flyers			
<input type="checkbox"/>	Posters			
<input type="checkbox"/>	Newspaper Ads			
<input type="checkbox"/>	Banners			
<input type="checkbox"/>	City Brochure			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<b>Total Advertising Cost</b>			<b>Total Assistance Requested</b>	

Additional event organization/event information and budget supplementation may be attached to this application form.