



Sponsorship Request Form

Community Event Sponsorship requests shall only be accepted during the following times each year:
March 1-31 and September 1-30

EVENT NAME:		EVENT DATE(s):	
EVENT LOCATION:		<input type="checkbox"/> On Port	<input type="checkbox"/> Off Port
ORGANIZATION:		<input type="checkbox"/> Table	<input type="checkbox"/> Community Event

YOUR CONTACT INFO:

APPLICANT NAME		TITLE:	
COMPANY:		EMAIL:	
AMOUNT OF REQUEST:	\$	PHONE:	

APPLICANTS MUST PROVIDE EITHER A TAX ID NO. OR SSN FOR TAX PURPOSES:

<input type="checkbox"/> Non-Profit	Tax ID:		<input type="checkbox"/> Partnership	Tax ID:	
<input type="checkbox"/> Individual	SS #:		<input type="checkbox"/> Other (<i>describe below</i>)	Tax ID:	

BRIEF DESCRIPTION OF REQUEST:
We encourage you to attach additional documents, proposals, or information you feel would be helpful in our evaluation (include any equipment or additional services being requested from CPA in your description).

NOTE: All requests must be submitted in writing and must address criteria outlined in the policy in order to be considered. All requests are subject to availability of funds.

HAS YOUR ORGANIZATION PREVIOUSLY BEEN SPONSORED OR SUPPORTED BY CPA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THIS EVENT OPEN TO THE PUBLIC?	<input type="checkbox"/> YES <input type="checkbox"/> NO
AUDIENCE DEMOGRAPHICS	<input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Under-served <input type="checkbox"/> Business Leaders <input type="checkbox"/> Other
ESTIMATED ATTENDANCE	<input type="text"/> Numbers only; enter "0" if not applicable
PROGRAM OR EVENT BUDGET DETAILS (ATTACH BUDGET)	
GROUPS YEARLY BUDGET, INCLUDING FUNDRAISING INITIATIVES (ATTACH BUDGET)	

The information on this form is being collected for the purpose of determining eligibility of an applicant to receive CPA sponsorship support. The information will become public information once it is submitted as provided in Florida Statute 119. Questions regarding the collection of this information can be directed to the Records Manager at (321) 783-7831 Ext. 223.



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DEFENSE AND INDEMNIFICATION

Applicant shall defend, indemnify, and hold harmless Canaveral Port Authority, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with the project funded pursuant to this application. Applicant's obligation to defend, indemnify, and hold the Canaveral Port Authority, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Applicant's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other cost which is caused in whole or in part by any act or omission of the Applicant, its agents, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone whose acts or omissions any of them may be liable. Applicant's obligation to defend, indemnify, and hold the Canaveral Port Authority, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement for Applicant to procure and maintain policy of insurance.

Section 837.06 F.S., False official statements. – Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, F.S.

Signature

Date

Name/Title of Authorized Agent

Return this completed application, with all supporting material attached to:
sponsorship@portcanaveral.com

INTERNAL USE ONLY

COMMITTEE EVALUATES USING CRITERIA IN POLICY # POL-2016-001-COM-3:		Meets Criteria (Y/N)
III.A.4	Table sponsorship requests will be evaluated on the relevance of the event to one or more of CPA mission areas, consistency with the Canaveral Port Authority Charter and laws of the State of Florida, the nature and number of other Table Sponsorships events already committed to or contemplated for approval, the budget for Table Sponsorships, and prior experience with the event.	
III.B.3	Community event sponsorship will also be evaluated using the following criteria: a. Ability of the event to address one or more of the following community engagement and education areas: (i) Provide CPA with opportunities to educate the public and its stakeholders, promote one or more of its mission areas, and attract attention to future economic activities and opportunities on CPA property; (ii) Promotes and supports the Port's maritime industry and regional commerce; (iii) Fosters educational advancement and public awareness of maritime industry; (iv) Fosters relationships between CPA and its stakeholders in the region and community; b. Number of people the event will attract to the Port considering the area utilized, the nature of the event and the affected community; c. Ability and methods used to measure the event's attendance and support; d. Percentage of the event's budget that is being required from CPA including both funding and services; e. Documented past and expected future economic impact and financial return to CPA; f. Expected promotional and/or marketing value of the event for CPA through attendee participation, event promotion and media coverage; and g. Projected impacts of the event on tenant businesses and the surrounding community, including displacement of parking, traffic, and pedestrian circulation, as well as, noise and concessions that will compete with tenant businesses.	

Date Received by Canaveral Port Authority: _____

Sponsorship Recommended: YES NO

Amount of Sponsorship: _____ Date Group Notified: _____

Canaveral Port Authority | 445 Challenger Road, Suite 301 | Cape Canaveral, FL 32920 | (321) 783-7831