



Policy & Procedures Manual

Sponsorships

The Children's Services Council supports a wide range of organizations that support child and family well-being. Sponsorship is one of the support tools available to CSC. Sponsorships dollars are limited, and denial of any request shall in no way be construed as a reflection on the project submitted or the agency involved. Staff reserves the right to accept or reject any request upon review.

- A.** A prospective grantee should be a government or tax-exempt organization.
- B.** A grantee must be engaged in work in Broward County on behalf of children and families.
- C.** The project must support Council goals and be consistent with the Council's mission to provide the leadership, advocacy and resources necessary to enhance children's lives and empower them to become responsible, productive adults through collaborative planning and funding of a continuum of quality care.
- D.** CSC is statutorily precluded from directly funding the schools from Broward County School Board including charter schools.
- E. Sponsorship Types Supported:**
 - 1. Service/Cultural Fairs
 - 2. Conferences
 - 3. Scholarships for children to attend Conferences or Training
 - 4. Workshops for child-serving professionals
 - 5. High-traffic events – Events designed for significant, broad community impact and over 500 "in-person" attendees
- F. Events NOT Supported:**
 - 1. Fund Raising Events
 - 2. Award Banquets
 - 3. Concerts
 - 4. School field trips



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I. Eligibility Criteria

- A. Entities should be registered as a 501(c) 3 organization or be a governmental entity
- B. The activity must benefit the children and families of Broward County
- C. The activity must fit into the goals and objectives of Children's Services Council
- D. Requests shall not exceed \$2,000. High traffic event funding will be at the discretion of CSC staff and the full Council.
- E. All requests must be received a minimum of sixty (60) days prior to the occurrence of the event,
- F. All awards must be approved by the full Council.
- G. Organizations must comply with EEO, ADA and local ordinances and rules
- H. Agencies are eligible for one (1) award per Fiscal Year

II. Non-Eligible

- A. Individuals
- B. Service/ Cultural Events or High Traffic Events outside of Broward County
- C. Programs with religious affiliation which propagate a belief in specific religious faith. Programs with religious affiliation are eligible if they support a secular community program and do not discriminate based on religious affiliation.

III. Application Procedure

- A. All requests must be submitted via an application through the online portal available on www.cscbroward.org under the Sponsorships tab
- B. Upload a letter on the organization's official letterhead and signed by an authorized signer, at a minimum of sixty (60) days, but no more than one-hundred and eighty (180) days in advance of the planned activity
- C. Briefly describe the planned activity, and its relationship to the mission and goals of the Children's Services Council
- D. Include information about the principal project members, a synopsis of the budget itemized, funding sources, and the amount of funding requested from the CSC. Upload the full event budget. CSC will not be the sole funder for the event
- E. Include a completed W-9 'Request for Taxpayer Identification Number and Certification', IRS letter of determination stating requestor is a tax-exempt entity and related ACH forms (unless you're already a funded CSC Provider)
- F. Applications are reviewed on a first come, first served basis



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Once you are funded, CSC requires that:

- The CSC logo is included in all printed materials for your event/program and that you display a CSC banner in a prominent place, as appropriate
- CSC is mentioned in content related to your event/program on Social Media and shared with CSC on our Facebook and Twitter feeds. Photographs are encouraged
- CSC be provided with a table at the sponsored event, as appropriate

IV. Funding Procedure

- A. Sponsorship requests are reviewed by CSC staff for compliance with the policy
 - a. Applications meeting the criteria are forwarded to the Council for approval
 - b. Applications not meeting the criteria will be notified via the portal
- B. If approved, the request and backup are provided to CSC's Accounts Payable for processing and funding will be paid via ACH
- C. Post-event, providing evidence of the success and impact of the sponsored community event is crucial for both the CSC Broward and the event organizer. Therefore, within 30 days post event, the sponsorship recipient must provide the following information to CSC. This information should be uploaded via the portal:
 - **Total Attendance:** Provide the overall number of attendees at the event to demonstrate the scale and reach.
 - **Media Coverage (if applicable):** Compile press clippings and articles featuring the event, with a focus on any mentions or features of the sponsor.
 - **Photographs:** Provide a collection of high-quality photographs showcasing key moments of the event.
 - **Community Impact:** Highlight any positive impact on the local community as reported by attendees.