Co-Sponsorship Application

Purpose:

The City of Palo Alto offers limited use of certain resources to organizations that apply for and meet the guidelines for co-sponsorship. The City has established a process and criteria to determine co-sponsorship eligibility and defines requirements, terms, and levels of support.

The purpose of the policy and application is to invite community groups providing compatible services, activities, or programs to submit a request for co-sponsorship status. Groups requesting City support must relate their services to the co-sponsorship policy and meet the criteria listed under Section 1 in the co-sponsorship policy document.

Instructions and application process:

1. Read the City of Palo Alto co-sponsorship policy.
2. Obtain the application from the Lucie Stern Community Center, Library, or online at www.cityofpaloalto.org
3. Gather required documents:
    a. Current membership roster with residence status
    b. Current board members with board role and contact information
    c. Certificate of liability insurance coverage (or intent to purchase City liability insurance)
    d. State or federal certification of nonprofit status and type of nonprofit
4. Questions regarding the application and process may be addressed by calling the Lucie Stern Community Center at (650) 463-4900 or Library at (650) 329-2436.
5. Make a copy of the application and supporting documents for the organization's records.
6. Return complete application and required documents to the City Department responsible for oversight of the City resource being requested and a staff liaison will be identified and serve as your point of contact.
7. Notice of approval or denial of the application will be received within one (1) month from the date of submission.
8. If denied, an appeal may be made following the process noted in co-sponsorship policy document.

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Co-Sponsorship Status Requested: ____ Level "A" * ____ Level "B" *

Level "A" – 75% of members are Palo Alto Residents or enrolled in PAUSD. Exceptions may be made for groups providing a function benefiting Palo Alto as a whole. The Co-Sponsorship committee determines such exceptions.

Level "B" – 50% of members are Palo Alto Residents or enrolled in PAUSD

* For full eligibility criteria and benefits, refer to Co-Sponsorship Policy.

1. **Legal Name of Organization:**
2. **Contact Person:**
3. **Day Phone:**
4. **Evening Phone:**
5. **Email:**
6. **Mailing Address:**
7. **City, State, Zip Code:**
8. **Neighborhood Association:** Yes ___ No ___ If yes skip to #12.
9. **IRS 501(c)(3) or Franchise Tax Board Non-Profit Number**:
    a. Date nonprofit number granted:_____
10. **Mission statement of the organization or group:**
11. **List benefits to the community beyond any direct benefits to the organization or group members and participants:**

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12. Membership information: (please attach a current roster, including Palo Alto Residency status)

Total # of Members _____ % of Palo Alto Residents ** _____

** If a member is a Non-Resident enrolled in PAUSD they are considered a Resident.

Age Requirements: Minimum _____ Maximum _____

Special requirements for membership:

13. Facility information:

a. Facility and room requested:

b. Date and time requested:

c. Purpose of the event, meeting or program:

14. Insurance

Proof of current general liability insurance is required for all events/meetings of co-sponsored organizations. Please attach a current certificate of insurance, such as an Accord form, naming the City of Palo Alto as "additional insured" for a minimum of $1,000,000.00 in general liability. Alternatively, the group may purchase liability insurance through the City; see assigned Staff Liaison for further information and cost. Neighborhood Associations are exempt from insurance requirements.

If insurance certificate expires prior to an event, meeting, or activity, an updated current certificate must be submitted.

In lieu of providing a blanket insurance certificate at time of application, groups may provide a date specific certificate no later than one week prior to event, meeting, or activity.

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15. Acknowledgement: I (we) have read and understand the requirements for co-sponsorship status as outlined in the Co-Sponsorship Policy. In compliance with the stated requirements, the group agrees to:

- **Provide** all required documents and organizational information as required in this application.
- **Include** the City logo and the statement "In cooperation with the City of Palo" on all related publicity materials.
- **Submit** two draft copies of all publicity materials to City staff liaison for approval prior to publication and distribution.
- **Include** statements regarding non-discrimination and Americans with Disabilities Act on all publications.
- **Pay** the City for any costs incurred outside of normal co-sponsorship benefits, such as facility attendants, custodial services, and/or equipment usage in accordance established in the City's Municipal Fee Schedule. In addition, pay facility rental fees for usage above co-sponsorship allocation.
- **Direct** the majority of funds raised by co-sponsored events towards specific programs and events for residents of Palo Alto.
- **Request** facility usage through designated City staff liaison, regardless of event/meeting location.
- **Request** co-sponsorship per event through staff liaison at least one month in advance of meeting/event date(s).

Signature: _____ **Date:** _____

Name:

Title:

Group/Organization:

City Approvals (please leave blank):

_____ _____
Staff Liaison Date

_____ _____
Department Director Date