

## COUNCIL SPONSORSHIP GUIDELINES

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1. All requests must be in writing, submitted at least one month before the sponsorship is needed. A representative of the requesting agency must present the request to City Council in person and be available to answer questions.
2. A maximum amount of \$500 per sponsorship should be established
3. Sponsorships can be to organizations outside the City, however, it is necessary to document that the organization benefits Warrenville residents. If more outside residents are benefited than Warrenville residents, attempts should be made to “prorate” the sponsorship amount to reflect the percentage of local residents benefited.
4. Individuals should not be able to receive funding. Receipt groups must be a 501 3(c) entity – proof of that status must be provided. The organization should have some permanence (i.e. not put together for funding then disbanded).
5. The donation should not go to support fundraising events or programs. Public tax dollars used to raise money for other agencies is prohibited.
6. Requests must be specific. Details must be provided including what the donation will be used for, how the activity, organization and/or program will serve citizens of Warrenville (percent of Warrenville participants), when it is needed, how much is being requested, and what the purpose of the organization is.
7. Events and programs need not necessarily be in Warrenville if Warrenville residents are benefited. Capital purchases must be in Warrenville.
8. There is no limit on the number of sponsorships awarded each year. An amount of \$10,000 each year on a first come, first served basis will be allocated. An individual requestor can make multiple applications as long as they are for different sponsorships – i.e., the High School could make separate requests for band and football.
9. Funding limits are described above, and funding should be on a Fiscal Year basis to coincide with the City’s budget cycle.
10. Any applicant found guilty of violating, disobeying, neglecting, or refusing to comply with these guidelines shall be disqualified from submitting any future requests.
11. The use of sponsorship funds shall not result in a direct personal or private benefit to any City official.
12. Under the Establishment Clause of the First Amendment to the United States, public funding/donations cannot violate the following tenants:
  - The government's action must have a legitimate secular purpose;
  - The government's action must not have the primary effect of either advancing or inhibiting religion;
  - The government's action must not result in an "excessive entanglement" with religion.