July 1, 2018

CITY OF IOWA CITY
410 East Washington Street
Iowa City, Iowa 52240-1826
(319) 356-5000
(319) 356-5009 FAX
www.icgov.org

Thank you for your interest in seeking sponsorship from the Iowa City Human Rights Commission. The Commission provides funding to organizations and agencies to offset the costs of organizing, planning, and facilitating educational public forums or programs and activities that are designed to eliminate racial, religious, cultural, and other intergroup tensions, including but not limited to, sex, color, creed, disability, gender identity, sexual orientation, marital status, age, and national origin.

To process your request for sponsorship, we need you to take a few minutes to fill out the attached application form. Please note sponsorship requests are due by 5 p.m. on the second Monday of each month. The Iowa City Human Rights Commission will review the request at their monthly meeting and staff will contact you to let you know whether the request has been approved. If you are awarded funding, you will be required to submit a full (one page) summary of funding impact, including but not limited to, number of persons involved in your project, anecdotal stories to share with the team about the event, frequency of the event, and other essential information. Reporting instructions for full reimbursement of funds are attached to this document.

If you have any questions about the application process, please do not hesitate to contact Equity Director Stefanie Bowers at 319-356-5022 or stefanie-bowers@iowa-city.org.

Sincerely,
Stefanie Bowers
Equity Director/HumanRights Coordinator

HRC APPLICATION FORM REQUESTING SPONSORSHIP FY19

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Today's Date: _____

Group/organization Name: _____

Contact person: _____

Phone number: _____ Email address: _____

Date of activity/event/program: _____

Event location and address:

_____

Is the event location wheelchair accessible? _____

Is the event location accessible to individuals with visual impairments? _____

Describe the activity/event/program and how it contributes to Human Rights:

_____

_____

Amount of funds requested and itemized budget (provide the budget on separate sheet): _____

Other funders involved? _____

Has the organization applied for any other City of Iowa City funding for this activity/event/program? If so, what department(s), how much? Was the request granted? _____

_____

Has the organization received any funding from the City of Iowa City in the last year? If so, what department(s), how much?_____

_____

How will this activity/event/program be marketed? _____

_____

_____

Will sponsors be mentioned and/or sponsor logos be used in the marketing of the activity/event/program?

_____

Is the activity/event/program a fundraiser? If so, explain: _____

_____

Please acknowledge by initialling here that you have read the cover letter to this form: _____

Submit request to:

Stefanie Bowers
City of Iowa City
410 E. Washington Street
Iowa City, IA 52240-1826

Or _____

By facsimile to 319-887-6213 or email to stefanie-bowers@iowa-city.org.

Funding Changes - Human Rights Commission-

Funding applications must be submitted a month before an event as the Human Rights Commission meets and votes on requests on the 3rd Tuesday of every month.

If you are awarded funding, you will be required to submit a full (one page) summary of funding impact, including but not limited to, number of persons involved in your project, anecdotal stories to share about the event, frequency of the event, and other essential information.

Each organization **must** submit both receipts and an invoice to Stefanie Bowers within 3 weeks (fifteen business days) after the event to receive reimbursement. The invoice **must** include the dates of the receipts, a W-9, and the address for where payment should be remitted. Funding reimbursement will not be issued until receipts, invoice and the report are submitted.

If you have been approved for funding and you no longer need it, you **must** notify Stefanie Bowers within 3 weeks (fifteen business days) after your event so that we can release the funding for other community organizations to have an opportunity to apply for the funding.