

CCPEC's Community Outreach Event Sponsorship

Application Review Checklist

How to Use This Form

Check each box after you consider the item. The check shows what you reviewed, not whether the program is doing it. After each section, choose a conclusion. Use your section conclusions to guide your Overall Recommendation.

Organization			
Event		Event Date	

Sponsorship Alignment and Eligibility

- ☐ Activities are appropriate for sponsorship funding.
- ☐ Mission and event align with CCPEC priorities.

Conclusion: **Ready** **Needs Clarification/Support** **Not Ready**

Comments:

Event Readiness and Organizational Capacity:

- ☐ The event appears well planned.
- ☐ The location is appropriate.
- ☐ Partnerships strengthen the event.
- ☐ The timeline is reasonable.
- ☐ The organization appears capable of successfully hosting the event.

Conclusion: **Ready** **Needs Clarification/Support** **Not Ready**

Comments:

Event Purpose: Does the application clearly explain...

- ☐ What the event is?
- ☐ Why the event is being held?
- ☐ Who the event is intended to serve?
- ☐ What the participants will get from the event.
- ☐ How the event benefits justice-impacted individuals?
- ☐ How the event supports Generational Health and/or Generational Wealth?

Conclusion: **Ready** **Needs Clarification/Support** **Not Ready**

Comments:

Community Impact: Does the application demonstrate sponsorship is likely to have a meaningful community impact?

- ☐ The event fills a community need.
- ☐ The expected outcomes are measurable.
- ☐ Expected attendance appears reasonable.
- ☐ Success measures are appropriate.
- ☐ The outreach plan is likely to reach the intended audience.
- ☐ Participants will receive meaningful information, services, resources, or opportunities.

Conclusion: **Ready** **Needs Clarification/Support** **Not Ready**

Comments:

Event Funding & Budget: Review the budget to understand the event's funding plan and how sponsorship funds will be used.

- ☐ The amount requested is reasonable for the event and expected community impact.
- ☐ How will the sponsorship funds make the event more successful or impactful?
- ☐ The budget demonstrates thoughtful planning.
- ☐ How will event costs not covered by the sponsorship be paid for, if applicable?

Focus on whether the amount requested is reasonable for the event, its expected community impact, and the planned use of the funds. Do not review each expense to decide if it is necessary or expect the final budget to remain the same. This is a sponsorship grant, not a reimbursement program.

Conclusion: **Ready** **Needs Clarification/Support** **Not Ready**

Comments:

Overall Recommendation

- ☐ Recommend Event Sponsorship ☐ Additional Information Needed ☐ Do Not Recommend

Clarification Needed (if applicable)

- | | | |
|---|--|---|
| ☐ Event purpose or activities | ☐ Expected attendance | ☐ Budget assumptions |
| ☐ Expected attendance | ☐ Organization capacity | ☐ Partnerships |
| ☐ Community impact | ☐ Success measures | ☐ Event logistics |
| ☐ Intended participants or outreach plan | ☐ Sponsorship amount | ☐ Other: |
| ☐ Intended use of sponsorship funds | ☐ Budget clarification | |
| ☐ Funding plan for remaining costs | ☐ Event logistics | |