



SPONSORSHIP REQUEST INSTRUCTIONS

The Commission on the Status of Women is excited to hear about your event or program. CSW sponsors many events and programs throughout the year, both collaboratively and financially. Financial contributions of \$250 to \$1000 will be made to small non-profits holding one-time events focusing on women and girls in Santa Clara County. Please keep in mind that we have to abide by County policy and all sponsorships require approval of the Board of Supervisors. As a result, it may take up to 3 months to approve a sponsorship request.

Application Directions

Collaborative Sponsorship Only (Non-fiscal)

Submit a one-page letter that includes the following information:

- Title of the event or program, along with a brief description of the purpose
- General information about the event or program (time, date, location, etc.)
- Name of the Organization(s) hosting the event or program

Financial Sponsorship

Include the following additional information to the one-page letter:

- Describe how the contribution will be used
- Describe how the contribution will be acknowledged
- 501 (C) 3 information and Tax ID
- Provide directions on who to make the check out to and where it can be mailed

For the event and the organization, please also include the following documents if available:

- Levels of Sponsorship
- Flyer and all promotional materials samples

While it is not a requirement, we encourage all organizations seeking sponsorship to send a representative to a Commission meeting to give a short in person request in order to answer some questions the commissioners may have. **In addition we welcome hearing from some of the direct beneficiaries by joining in on the request or by submitting written testimonials to CSW.**

Please **send submissions** to the following:

Lata Patil
Commission on the Status of Women
Sponsorship Requests
70 W Hedding, 11th Floor
San Jose, CA 95110

For **questions** please contact:

Esther Peralez-Dieckmann, Director
Office of Women's Policy
(408) 299-5152 Phone
(408) 293-1051 Fax

esther.peralez-dieckmann@ceo.sccgov.org