



Application date: \_\_\_\_\_

**Event Specifics:**

1. Name and address of the organization organizing the event or program:
2. Name, email, and phone for contact person:
3. Name of event or program, and town where event or program will be held (**event must be held in New Britain or Berlin**):
4. Date and time of the event or program and venue:
5. Brief description of event or program:

**Budget Information:**

6. Amount of Community Sponsorship Award requested: \$\_\_\_\_\_
7. Has the Community Chest sponsored this event before? If so, how many times?
8. How many other sponsors do you anticipate? If you have sponsorship levels, please include them.
9. Deadline date for securing sponsors:
10. Please attach the budget for the event.

**Advertising and Visibility:**

11. Who is your primary audience? How many people do you expect to attend?
12. How do you plan to advertise or market your event or program?
13. This is a:
  - One time event
  - Annual event. If so, please indicate how many years running: \_\_\_\_\_
  - Recurring event, not annual – indicate how often: \_\_\_\_\_
14. How would the sponsorship be recognized? (Please elaborate on any of the below as needed)
  - Community Chest of New Britain and Berlin (CCNBB) logo in printed program (please describe placement)
  - CCNBB logo in paid advertising
  - CCNBB logo in promotional materials (posters, brochure, flyers, postcards)
  - CCNBB banner at event
  - CCNBB speaker at event
  - CCNBB logo on your website publicizing the event
  - Other (Please describe)

**For more information or to submit your application,  
e-mail [KDuncan@cfgnb.org](mailto:KDuncan@cfgnb.org) or [Bob@cfgnb.org](mailto:Bob@cfgnb.org).**