

## SPONSORSHIPS GUIDELINE

Sponsorships are available for organizers to host statewide public accessible events. Sponsorship requests are limited to two (2) events per fiscal year. Funding sponsorship period is through the fiscal year (July 1 to June 30). There are limited funds available for each year ending June 30. Approved requests will receive a sponsorship contract from ODHH stating the maximum amount approved. **Awarded sponsorship contracts must be signed before the event starts.**

### 1. Who can request?

- Community organizers who want to offer learning opportunities and communication services at their events to persons who are Deaf, DeafBlind, Hard of Hearing or Late Deafened
- Private nonprofit or not-for-profit community-based organizations
- Local governments (municipal, county, etc.)
- State Agencies and/or State-operated programs

### 2. How to request funds for sponsorship?

- Submit a Letter of Sponsorship request to ODHH at least **60 business days** before the event including the following information:
  - Describe event, name, date, location and purpose of funds;
  - Funds requested; and
  - Intended audience.

### 3. Contract Requirements

- After ODHH received your letter, if approved, ODHH’s contract manager will send the Contractor Intake Form to be filled out and signed.
- Individual applicants are not accepted

#### When is the deadline?

ODHH must receive Contractor Intake Form at least **45 business days before** the event to be considered for sponsorship funding. This allows time for ODHH and the Contractor to ensure that the required paperwork is completed and the event is properly advertised.

Sponsorship Event Date	Sponsorship Request Deadline	Letter of Sponsorship Request
October 1-31, 2022	August 15, 2022	Submit to ODHH <a href="mailto:odhh@dshs.wa.gov">odhh@dshs.wa.gov</a> at least 60 business days before the event
November 1-30	September 15, 2022	
December 1-30, 2022	October 15, 2022	
January 1-31, 2023	November 15, 2022	



#### **4. What are the criteria?**

- Workshops
- Conferences
- National and regional events held in state are considered statewide conferences
- Cultural Events
- Community Events
- General Meetings

#### **5. What are the not eligible criteria?**

- Salaries, benefits
- Religious activities
- Banquets, Galas
- Purchasing equipment
- For-profit businesses
- Fundraising events

#### **6. Terms and Conditions - Funding Approval**

Contractor shall provide the services and staff includes but not limited to the following:

- Display ODHH's logo on event's website;
- Recognition on social media sites;
- Recognition on program schedule;
- Provide one exhibition table;
- Provide accessible services, including but not limited to interpreting services using certified interpreters, Assistive Listening Systems & devices, and/or Communication Access Real-time Translation (CART) to meet communication needs of attendees;
- Organizations are eligible for up to two sponsorships per fiscal year, for no more than \$30,000.
- Organizations granted sponsorship will receive funding after the event has taken place, per State government and DSHS requirements;
- ODHH reserves the right to deny sponsorship for any reason; and
- Unless designated as "safe space" for specific marginalized and underserved communities, mainstream events must demonstrate that they welcome and are inclusive of BIPOC and LGBTQ individuals.

#### **7. Billing and Payment**

- Contractor shall submit to ODHH a complete and accurate invoice on organizational letterhead within 30 days after the event is complete.
- ODHH payment shall be within thirty (30) days after receipt and acceptance of complete invoices. Payment shall be sent to the address designated by the Contractor on the contractor intake form.

This guideline is to ensure that the understanding of the general and special terms and conditions of the contract is comprehensible, the planning and implementation of such events is standardized and runs smoothly.

Revised as of 8/2/2022