



# City of Dixon

## Event Co-Sponsorship Request Form

### General Information

Forms must be emailed to [dixonrecreation@cityofdixonca.gov](mailto:dixonrecreation@cityofdixonca.gov) by December 1 for events occurring March 1-February 28.  
Events are typically considered for approval by City Council in February.

**Today's date:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

### Organization Information

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
EIN/Tax ID #

\_\_\_\_\_  
Nonprofit Status

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Organization Website

\_\_\_\_\_  
Contact E-mail Address

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Title or Relationship to Organization

\_\_\_\_\_  
Contact's Telephone Number (if different)

Has this event previously received support from the City of Dixon?

When: \_\_\_\_\_

### Program Information

Program or Event Name:

Requested Contribution from the City (including: facility use, staff time, road closures)

Total Contribution from Host Organization:

How will a City donation assist your event? How many people served?

What kind of recognition will the City receive, if any?

Signature of Applicant

*By signing this form, I verify that I am an authorized agent of the requesting nonprofit and this organization qualifies tax-deductible contributions as defined by the Internal Revenue Service and that the event meets the conditions listed on page 2.*

#### FOR CITY OF DIXON USE ONLY

Date Received:

Donation:

Fiscal Year:

Authorized by/Resolution:

Amount:



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<b>Evaluation Criteria and Conditions of Approval</b>
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The following criteria will be used by city council to evaluate and choose the co-sponsored events:

1. Held within the City limits.
2. Be of a citywide nature.
3. Demonstrate an ability to draw participants.
4. Be free and open to the public with both a citywide and regional draw.
5. Occur within the prescribed approval year.
6. Encourages celebration of the community.
7. All sponsors and or cosponsors are identified and approved by the City Council.
8. Host shall apply for a special event permit with the City and meet the requirements of the special events policy.
9. Alcohol consumption and street closures require separate City of Dixon City Council approval due to City ordinances and CalTrans requirements.