

# 2024 Wyoming Humanities Sponsorship Request

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## *Wyoming Humanities Council*

### *Sponsorship Eligibility*

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Wyoming Humanities has limited funding for sponsorships that support public humanities events, programs, and opportunities that help organizations serving Wyoming explore and promote the enduring value of public humanities in our lives and civil society. Wyoming Humanities (WYH) sponsorships are intended to fund activities that align with WYH's Mission and Vision to increase visibility and access to new audiences that are not currently being served by WYH through its grantmaking and other programs. **WYH may provide sponsorship funding up to \$2,500\*** for your organization's event or program in return for marketing visibility and exposure.

Please make sure your sponsorship request meets the requirements below:

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#### Choices

Organization is a 501(c)3 nonprofit, municipal, or Wyoming-recognized tribal nation

Program to be sponsored is open and accessible to the general public

Program serves Wyoming audiences and/or organizations

**Sponsorship Request Deadline:** Sponsorship requests must be made at least 60 days prior to the event or program.

**Decision Timeline:** Decisions and notifications will be made within 15-25 business days of the request submission.

**Project Timeline:** All Sponsorship project periods are twelve (12) months in duration, beginning from the decision date.

### *Sponsorship Request*

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#### **Organization Profile Updated\***

Please review and update your Organization profile information within this online portal.

**NOTE: We have added the Unique Entity Identifier (UEI) from SAM.gov. to the organization profile.** You can get more information from this video. Please be sure that the organization's UEI is included in the organization profile.

#### Choices

I have reviewed and updated my organization's profile.

### Organization UEI:\*

*If your organization has applied for, but yet to receive your UEI, please enter 000000000000 as a placeholder.*

NOTE: Should this request be funded, the organization's UEI number must be provided before funds can be submitted to the organization.

*Character Limit: 12*

### Project Name\*

Name of Project, Program, Event, or Conference.

*Character Limit: 100*

### Sponsorship funds requested:\*

Please enter an amount up to \$2,500. *If your request is larger than \$2,500 you will need to discuss your sponsorship request with Chloé Flagg at [chloe@thinkwy.org](mailto:chloe@thinkwy.org) prior to submitting this application.*

*Character Limit: 20*

### Sponsorship Summary\*

Please describe your sponsorship activities in 3-5 sentences. Be sure to include key information, like event dates.

*NOTE: This summary will be used externally to promote the sponsored activity publicly on our website, social media, and in press releases.*

*Character Limit: 2000*

### Sponsorship Case Statement\*

Why should Wyoming Humanities fund this sponsorship?

Please explain how this request supports one or more of WYH's sponsorship priorities:

- Events or programs that serve a large audience or viewership
- Activities that are free or low cost to attend
- Activities that provide equitable access to the humanities or professional development opportunities for humanities-serving institutions
- Activities that support under-served areas of the humanities (i.e., geographic, demographic, various humanities disciplines)
- Activities that meet Wyoming Humanities goals and values
- Support organizations that have not recently been funded by Wyoming Humanities

*Character Limit: 2000*

**Sponsorship Audience\***

Please describe the sponsored project's expected audience, both in-person and virtual, if applicable (e.g., geographic area, demographic composition, special interest areas).

*Character Limit: 2000*

**Total Anticipated Audience Numbers for Project\***

Estimate the number of audience members your project will reach, in all events related to this proposed sponsorship. This can include in-person and virtual attendance.

*Character Limit: 100*

**Date and Time of Sponsorship Activities\***

Please list the dates and times of all sponsorship-related activities. By this we mean, event dates and times for all public events related to this sponsorship. If the location varies between events, please note that too!

Example: "The conference will be held January 24-26, 2023 in Sheridan Wyoming. January 24th, 12pm to 5pm; January 25th 9am to 4pm; January 26th 9am to 12pm."

Below this date and time narrative, please select each event date on the calendar provided.

*NOTE: Sponsored events must begin at least 60 days following this application due date. All sponsored activities must take place within 12 months, with the project period beginning the first day of the month following this application due date.*

*Character Limit: 2000*

**Event Date 1:\***

*Character Limit: 10*

**Event Date 2:**

*Character Limit: 10*

**Event Date 3:**

*Character Limit: 10*

**Event Date 4:**

*Character Limit: 10*

**Event Date 5:**

*Character Limit: 10*

### Wyoming Humanities Visibility and Promotion\*

Please answer the following two questions in the space provided below:

1. Should this sponsorship be funded, how will Wyoming Humanities' support be made known and visible (e.g., on printed materials, on your website and/or social media, in ads and other promotional materials, etc.)?
2. How will promotional materials be distributed?

*Character Limit: 1000*

### Wyoming Humanities Visibility and Promotion\*

Should this sponsorship be funded, in what ways could Wyoming Humanities have a larger presence at the event(s)?

Please select any and all that apply:

#### Choices

There are vendor/sponsor tables available.

We can hang a banner or poster with Wyoming Humanities logo.

Wyoming Humanities can speak at our event(s).

Other ways not listed

The event(s) cannot accommodate additional promotion for Wyoming Humanities.

### *Project Director Information*

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NOTE: The project director is the person responsible for managing this project and sponsorship request. This person will become the organization's primary contact person with Wyoming Humanities should this sponsorship request be funded. Ideally, the applicant and project director are the same person.

### Project Director Name, First and Last\*

*Character Limit: 250*

### Project Director, Title with Organization\*

*Character Limit: 250*

### Project Director, Phone Number\*

Please format as 000-000-0000

*Character Limit: 250*

### Project Director, Email\*

*Character Limit: 250*

## *Sponsorship Request Certification*

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### **Sponsorship Request Certification\***

"I certify that the information provided in this sponsorship request is true and accurate. I have read and understand the guidelines related to Wyoming Humanities Sponsorships. My organization is in good standing with Wyoming Humanities."

#### **Choices**

By checking this box I certify that I have read and understand the Sponsorship Request Certification

### **Certified By:\***

Full Name and Organization Title

*Character Limit: 250*

### **Certification Date:\***

*Character Limit: 10*