

EVENT/PROGRAM SUPPORT REQUEST FORM

MARKETING



Submit this form and relevant promotional materials *at least 45 days* prior to the event via email or mail. Include a copy of the latest W-9 for the organization, as well as all applicable registration information with the Oklahoma Secretary of State and the IRS. If you have any questions, please call 918-824-7847

***If additional space is needed in the fields provided, please attach a separate sheet of paper to this form.*

ORGANIZATION INFORMATION		
Organization Name:	FEIN:	
Mission/Purpose of the Organization:		
Contact Name:	Email:	
Mailing Address:	Phone:	Fax:

EVENT/PROGRAM INFORMATION		
Event/Program Name:		
Event Location:	Date:	Time:
Is this a continuing/annual event?	Monetary support requested: \$	
Detailed description of event:		
How will the support be utilized?		
<p>Within 60 days of the completion of the event or project, you will be required to provide GRDA with documentation acceptable to GRDA establishing that GRDA was acknowledged and recognized for the support. The failure to meet this requirement will result in the loss of the opportunity to receive support funding for one year.</p> <p><i>*I understand and acknowledge with my initials that, as a condition of accepting the support funding from GRDA, I am responsible to provide GRDA with documentation acceptable to GRDA establishing that GRDA was acknowledged and recognized for the support within 60 days of the completion of the event or project. The failure to meet this requirement will result in the loss of the opportunity to receive support funding for one year.</i></p>		
How many individuals will be exposed to this recognition?		
What are the demographics of these individuals (children, male, female, etc.)?		

ACKNOWLEDGEMENT		
<p><i>If support is awarded by GRDA, I declare all funds provided will be spent appropriately for the purpose(s) described above. Further, I understand that relevant books, records, or documents may be subject to review by GRDA or other applicable state agencies.</i></p>		
_____	_____	_____
Print Name of Responsible Party	Signature	Date

EMAIL
customer.relations@grda.com

Grand River Dam Authority
Attn: Shannon Randolph/Community Relations