

EVENT/PROGRAM SUPPORT REQUEST FORM

MARKETING



Submit this form and relevant promotional materials *at least 45 days* prior to the event via email, mail, or fax. 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 918-256-0742.

***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?		
How will GRDA be acknowledged and recognized for the support? Note: Proof of performance materials will need to be submitted after the event/project to close out the evaluation of the funding.		
How many individuals will be exposed to this recognition?		
What are the demographics of these individuals (children, male, female, etc.)?		

ACKNOWLEDGEMENT
<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>_____</p> <p>Print Name of Responsible Party Signature Date</p>

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 PO BOX 409, Vinita, OK 74301

FAX
 918-256-0946