Wayne Metro Financial Sponsorship Request Guidelines

What is a Financial Sponsorship?

Financial Sponsorships are monetary donations that support community events and small-scale projects in Wayne County that benefit low-income individuals and families. Sponsorships are intended to assist emerging organizations, networks, or established community partners of Wayne Metro in hosting or carrying out community-based activities.

While sponsorships are **not designed to fund ongoing operations or organizational sustainability**, they may serve as an introduction to Wayne Metro's **Participatory Grantmaking Pathway to Funding**, which helps organizations deepen their community impact and gradually build greater capacity and skills. Sponsorships also strengthen collaboration between Wayne Metro and local partners to enhance the community safety net.

Available Funding

Funding is available for events and small-scale projects that:

- Benefit low-income Wayne County residents, **and**
- Align with Wayne Metro's mission to eliminate poverty by empowering people and communities to be strong, healthy, and thriving.

Wayne Metro may also purchase advertising space in community-based publications or at events.

Award Amount: $300 – $800
Please note that organizations may receive less than the amount requested.

Who Is Eligible to Apply?

Eligible applicants include:

- **Wayne County-based groups,** clubs, or organizations that serve Wayne County residents and align with Wayne Metro's mission.
- Organizations currently receiving funds or stipends through Wayne Metro (as long as the sponsorship request does **not** duplicate funding for an already funded Wayne Metro program).
- Organizations with or without 501(c)(3) status.
- Organizations with an **annual operating budget of up to $750,000 or less**.

Not Eligible:

- Individuals (funds cannot be disbursed to individuals).
- Organizations that have already received a Financial Sponsorship award during the current fiscal year.

Timeline

- Applications are accepted **only** for events scheduled **30–60 days** from the date of submission.
  Events occurring in fewer than 30 days or more than 60 days from the submission date are **not eligible**.
  - *The organization may come back and submit an application within this time frame.*
- Requests are reviewed during the **2nd and 4th week** of each month.
- Award notices are sent during the same week the application is reviewed.
- Funds are disbursed **within 30-45 days** of award notification.

Sponsorship Requirements

I understand that if my organization is awarded funding, we must complete the following tasks:

- A representative of the organization will attend 1 Regional Advisory Council (RAC) Meeting by December 2027. Find more information about RACs by clicking here. Participation in the bi-monthly RAC meetings will provide your organization with opportunities to engage with like-minded partners and pursue additional resources, funding, and advocacy for your event

I understand that if my organization is awarded funding, we will make best attempts to do the following:

- Add the Wayne Metro logo to the event flyer for the event being sponsored.
- If awarded, the organization will be highly encouraged to complete an Acknowledgement Form within 14 days after the event. The report form will capture your success from the event. If awarded, Wayne Metro will provide this form to you through an award letter.

How Do I Apply?

Applications must be submitted through the **online Sponsorship Application** you can locate at https://www.waynemetro.org/partner/. All applications will receive an email response notice indicating eligibility within 48-72 business hours . If eligible, a review date will be included.

Contact **Sponsorships@waynemetro.org** if you:

- Need access to computers or the internet
- Have questions about the application
- Need assistance completing the application

Payment Methods

If awarded, organizations may choose one of the following:

- **ACH Direct Deposit** (recommended for speed, convenience, and accuracy)
- **Paper Check** mailed to the organization

Required Documentation

To be awarded, organizations must submit a complete application for review.
If awarded, your organization must submit:

- A FY27 W-9
- A FY27 ACH