

Passages Arts Connection Sponsorship Application Process

Step 1: Review Eligibility Criteria

Before beginning the application process, applicants should carefully review the eligibility criteria to ensure they meet the requirements for sponsorship. The eligibility criteria typically includes:

- Age requirement (18 years old or younger).
- Preference given to programs and students located in the Oregon City and surrounding area.
- Purpose of funds must be related to the arts; painting, writing, dancing, singing, acting, playing musical instruments, or any other arts related, creative activity.

Step 2: Complete the Application Form

Applicants must complete the Passages Arts Connection (PAC) Sponsorship Application Form. This form collects essential information about the applicant, including their personal details, contact information, background, and the purpose of the sponsorship request. Applicants should provide clear and concise responses to all questions and ensure that all required fields are completed accurately.

WHICH FORM TO COMPLETE:

Project Funding Request: Fill out a Project Funding Request form when you are seeking financial support for a specific project or initiative that aligns with our organization's mission. This form should be used for funding requests beyond general operational expenses, targeting activities that advance program goals, outreach, or special events.

Individual Scholarship Application: Complete an Individual Sponsorship Application if you are requesting funding to support your personal participation in arts-related activities, such as workshops, exhibitions, or training programs. This application is for individuals seeking financial assistance to further their artistic development or contribute to our organization's community initiatives.

Step 3: Prepare Supporting Documents

In addition to the application form, applicants are required to submit supporting documents to strengthen their sponsorship request. These documents may include:

- A detailed proposal outlining the project or program for which sponsorship is sought, including objectives, activities, timelines, and expected outcomes.
- Budget estimates indicating the costs associated with the project or program, including any funding sources secured or pending.
- Letters of recommendation or support from relevant individuals or organizations endorsing the applicant and their proposed project.
- Any additional materials deemed relevant to the sponsorship request, such as samples of previous work or media coverage.

Step 4: Submit Application Packet

Once the application form and supporting documents are complete, applicants should compile them into a comprehensive application packet. The application packet should be submitted by emailing it to passagesartsconnection@gmail.com.

Step 5: Application Review

Upon receiving the application packet, the PAC Board will review each application carefully. The Board members will assess the eligibility of the applicant, the merit of the proposed project or program, and the potential impact of the sponsorship. Applicants may be contacted for additional information or clarification during the review process.

Step 6: Notification of Decision

After completing the review process, PAC will notify applicants of the decision regarding their sponsorship request. Applicants will be informed whether their request has been approved, denied, or if additional information is required. If approved, the Board will also specify the amount of the sponsorship. The entirety of the project may not always be fully funded. Notification of decision will typically be sent via email or postal mail within a specified timeframe.

Step 7: Post-Sponsorship Requirements

If a sponsorship request is approved, you will be required to fulfill one or all post-sponsorship requirements outlined by PAC. These may include, but are not limited to:

- Submitting progress reports
- Participating in evaluation activities
- Submitting pictures and information on the project for the PAC website and social media, or
- Acknowledging PAC's support in project materials or communications.

Step 8: Follow-Up and Support

PAC is committed to supporting sponsored youth throughout the duration of their project or program. Sponsored youth are encouraged to maintain open communication with the PAC Board and seek assistance or guidance as needed.