Elk Grove Spotlight — Funding Request Checklist

Use this guide to prepare your submission.

1. Organization

What to provide:

– Legal or operating name
– Primary contact (name + role)
– Email and phone (direct)
– Website or social link

Why it matters: Establishes credibility and a clear point of contact.

Example:
Elk Grove Youth Arts Collective
Jane Smith, Program Director
janesmith@email.com | 916-555-1234
instagram.com/egyoutharts

2. Opportunity Title
What to provide:
– Clear, specific name (include program + location or timing)

Good examples:
Summer Youth Mural Program – Laguna Area
Fall Small Business Pop-Up Market – Old Town Elk Grove
Park Shade Structure Installation – Morse Community Park

Avoid:
“Community Project” / “Youth Program”

3. Overview (2–3 sentences only)
What to include:
– What it is
– Who it serves
– What outcome it creates

Example:
A 6-week mural program for teens ages 13–17 led by local artists. Participants design and complete a public mural. The program builds creative skills, confidence, and community pride.

4. Category
Choose the closest fit:
– Youth Programs
– Parks & Recreation
– Arts & Culture
– Mental Health & Wellness
– Small Business / Economic Development
– Environment / Sustainability
– Community Events
– Public Safety

Tip: Pick one primary category.

5. What You Need
Be exact. No ranges.

Provide:
– Total dollar amount
– Specific items (if in-kind)

Examples:
$3,000 total funding
or
$1,500 + 20 folding tables + paint + brushes

Avoid:
“Funding support”
“Anything helps”

6. Use of Support (simple breakdown)
Show how funds or items are used.

Example:
$1,200 materials
$800 artist stipends
$500 prep and sealing

In-kind example:
Tables used for workshop setup
Paint used for mural completion

7. Audience (reach and who benefits)
Provide:
– Estimated number of participants
– Secondary audience (if any)
– Basic demographics if known

Example:
30 teen participants
100+ family/community attendees at final event
Primarily Elk Grove residents

If unsure:
Estimate conservatively.

8. Location
Provide:
– Exact address if known
– Or clear area description

Example:
Laguna Community Center exterior wall
or
North Laguna Creek Park, Elk Grove

9. Timing
Provide:
– Start date
– End date
– Key dates (events, launches, unveilings)

Example:
June 10 – July 22
Final unveiling: July 25

10. Visibility for Sponsors
Be realistic and specific.

Examples:
– Name on event signage
– Logo on flyer or printed materials
– Mention at event
– Optional on-site presence or volunteer day

Avoid:
Vague statements like “full promotion”

11. Assets Available
Provide links or files:
– Photos of location
– Mockups or sketches
– Past examples
– Flyers or decks

Why it matters: Visuals increase sponsor confidence.

12. Partners (if any)
List:
– City departments
– Schools
– Nonprofits
– Local businesses

Example:
Partnered with Elk Grove Parks & Recreation
Local high school art program

13. Sponsor Contact
Provide:
– Name
– Email
– Phone

This must be someone responsive and informed.

14. Status
Select one:
– Planning
– Approved
– In progress

Tip: Approved or in-progress opportunities are easier to place.

15. Notes (optional but useful)
Include:
– Deadlines
– Urgent needs
– Unique aspects

Example:
Must secure funding by May 15 to proceed
Only mural approved for this location in 2026

Final Checklist Before Submission

– Title is specific
– Funding amount is clear
– Use of funds is broken down
– Audience is estimated
– Timing is defined
– Sponsor visibility is listed
– Contact is ready to respond

Well-prepared requests are easier to match and more likely to be supported. Send questions or request for assistance: support@elkgrovespotlight.com:

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