



COMMUNITY RELATIONS

Instructions for Requesting Support – Sponsorships

ELIGIBILITY

CAP COM Federal Credit Union Community Relations:

We welcome organizations that align with our mission who are not accredited as a 501(c)(3) non-profit and those who are to apply for funding derived from CAP COM Community Relations.

Our Community Relations arm is built to provide Credit Union community partner support as well as individual Credit Union member support. Common examples of Community Relations support include but are not limited to:

- Event or Gala Sponsorships
- Sports Team Sponsorships
- One-Time Member Requests
 - For individual member requests, we will honor a one-time \$50 donation toward their cause as long as the cause aligns with one of the Credit Union's support focus areas.

Support Focus Areas:

While we will consider all qualifying requests, our organization remains primarily focused on funding entities that support:

- Community Health and Wellness Programs
- Financial Literacy and Education Initiatives
- Causes that support Children and Underprivileged Families

APPLICATION PROCESS & FUNDING

All Applications:

- Must be completed online and all documents uploaded for electronic submission, unless that is not possible for the applicant. Please contact us to make special arrangements as needed.
- Must be received at least 90 days prior to the program or event start date for consideration.
- Aim to be reviewed and replied to within a 30-day period. A reply is always provided whether approved or declined. Please note incomplete applications will not be reviewed.

CAP COM Federal Credit Union Community Relations Applications:

The majority of our funding is determined by CAP COM's Community Relations division and leadership in the fall for the upcoming year. Therefore, it is recommended that all applications are completed in their entirety and submitted by September 1 in the year prior for the best chance of funding approval. Although it is suggested to apply in September the year prior for support, Community Relations does still accept applications on a rolling basis.

Required Documents:

- Event Sponsorship Packet or Overview & Funding Levels
- List of Board of Directors
- List of Program's Other Corporate Supporters

REPORTING

If your request is approved, our system will automatically email an impact report. Completion of this report will provide CAP COM Cares Foundation an opportunity to evaluate the investment made in the program or event. Reports will be sent either on an annual basis if it's an ongoing program or immediately following the program completion date. Reports must be completed within a 30-day period of receipt and include a brief set of questions relative to the program or event and CAP COM's investment. Reporting is imperative to secure continued support.

RENEWALS

If you are submitting a request to renew funding, you must include all the information above on an annual basis. In addition, you must have completed the required reporting throughout the year on past program or event progress.

CONTACT INFORMATION

For questions related to the CAP COM Cares Foundation, please contact Caitlin Duma at 518-458-2195 ext. 3619 or cduma@capcomfcu.org.