



Economic Development Corporation Community Sponsorship Guidelines

The City of Oak Ridge North, (“ORN” or “City”), in partnership with the Oak Ridge North Economic Development Corporation (“ORNEDC”), is dedicated to partnering with our community through sponsorships to local non-profit organizations, school booster clubs, and parent-teacher organizations. The purpose of ORNEDC’s partnerships is to garner a strong sense of community and build thriving relationships with organizations in and adjacent to our city.

Eligibility & Submissions:

- Eligible organizations including local non-profit organizations, school booster clubs, and parent-teacher organizations within Oak Ridge North City Limits, or adjacent Oak Ridge North City Limits, are eligible for sponsorships through this program.
- All applicants seeking economic development community sponsorship funding from the ORNEDC shall submit a Community Sponsorship Application with the following:
 - Application
 - The organization’s W-9
 - Complete list of sponsor benefits that should represent the value of the amount requested.
- There are two semi-annual application deadlines of June 1st and December 1st.
- Sponsorship requests will be presented to ORNEDC at their next scheduled meeting for full approval, partial approval, or denial of funding.

Awards Guidelines:

- Funding requests will be capped at \$2,500. Applications sent for over \$2,500 will not be reviewed. Large funding amount requests cannot be broken down into smaller amounts to fit the criteria.
- Single-year Funding requests will be capped based on the following annual Grant limits:
 - Elementary PTOs: \$1,000 maximum
 - Intermediate PTO: \$1,500 maximum
 - High School Booster Clubs and Other Non-Profit Organizations: \$2,500 maximum

Application Review

Under the direction of the City Manager, the Director of Economic Development and Community Programming, Sarah McClure shall be the primary contact for economic development sponsorship applications and funding awards. Sponsorships made shall be funded by the ORNEDC except in extraordinary circumstances. In all cases, the ORN City Council will be notified of applicants seeking to participate in the economic development sponsorship program. Applications should be emailed to Sarah McClure at smcclure@oakridgenorth.com or dropped off at City Hall.

*Note: Funding for this program is not guaranteed. The Oak Ridge North EDC and City Council reserve the right to cancel or discontinue this program at any time.