



BEFORE YOU APPLY FOR AN SCF SPONSORSHIP

1. Please make sure the event for which you request sponsorship is being held at least two months from the time you make your request. While we may consider sponsorships for events being held in less than 2 months, they are less likely receive sponsorship funding.
2. Please make sure your request is for an organization that is a 501(c)(3) organization or a chapter of a 501(c)(3) organization or operating as an SCF component fund.
3. If you have questions about our sponsorship process, please contact the SCF Communications Officer, Kim Atchley, by phone 864-582-0138 or email, katchley@spcf.org.
4. Please be prepared to submit a W-9 form for your organization when submitting your sponsorship request. This streamlines the payment process for approved sponsorships. The address on the W-9 must match the mailing address for the organization receiving an approved sponsorship.
5. Please be prepared to upload any digital format of a sponsorship packet your organization has prepared for this event.
6. Let us know if your sponsorship request includes a request for a representative of the Foundation to speak or present information/awards, etc. at your event. This is **NOT** required or factored into the approval process. This allows us to respond fully to your request in a timely manner and in consideration of staff commitments and availability.
7. It is our goal that approval or declination of your request will be provided within two weeks of submitting our Sponsorship Request form.
*Charitable efforts operating as a component fund of the Foundation must make sure they have followed the Foundation's **fundraising policy**.

If Your Sponsorship Request is Approved

1. Organizations whose sponsorship request is approved must send an invoice for the amount specified in the approval notification to the SCF Communications Officer via email or mail to: 424 E. Kennedy Street, Spartanburg, SC 29302.
2. Your sponsorship invoice will be processed through the SCF Finance Department. Checks are mailed within two weeks of the receipt of an invoice.
3. SCF does not process event sponsorship payments through ACH transfers, online payments, or any third party (ex: Paypal, Venmo, CashApp).

If Your Sponsorship Request is Declined

1. While we strive to support as many community events as possible in a given year, please remember that SCF Sponsorship funds are limited.
2. You are welcome to apply again for a future event.

If you have questions, please contact SCF Communications Officer, Kim Atchley via [email](mailto:katchley@spcf.org).