



DONATION – SPONSORSHIP FORM

City of Martinez
525 Henrietta Street
Martinez, CA 94553
Tel. (925) 372-3500

www.cityofmartinez.org

Acceptance of any donation or sponsorship is subject to City evaluation and approval in accordance with the City of Martinez Donation and Sponsorship Policy. Please submit the completed form to Eve Kearney at ekearney@cityofmartinez.org.

DONOR/SPONSOR INFORMATION

Name (Individual/Organization):

Contact Person (if applicable):

Mailing Address

City

State

Zip

Phone

Email

DONATION/SPONSORSHIP INFORMATION

Contribution Type (Please select):

- Donation or Gift** (No goods or services are expected in return)
 Sponsorship (Public recognition or other acknowledgement may be requested)
Is public recognition requested? Yes No

Contribution Details (Please select and provide details below):

- Monetary Contribution** - Amount: \$ _____
 Gift (Examples: property, equipment, materials, supplies)
Brief Description:

Estimated Value: \$ _____
 In-Kind (Examples: professional services, labor, materials)
Brief Description:

Estimated Value: \$ _____

INTENDED RECIPIENT AND USE OF DONATION

- Unrestricted** (To be used at the City's discretion to support community projects)
 Restricted (To be used for the following specific department, purpose, program, or project) - Brief Description:

ACKNOWLEDGEMENT & UNDERSTANDING

I/we understand that all donations are subject to review and acceptance by the City of Martinez in accordance with its Donation and Sponsorship Policy. I/we acknowledge that no goods or services are expected or will be received in return for this donation. I/we also understand that the City cannot provide tax advice or guarantee that this donation will qualify as tax-deductible.

Print Name:

Date:

Signature: