



## Frequently Asked Questions

### **How do I apply for a sponsorship?**

Your first step is to determine that your organization fits within Trividia Health Giving Guidelines. Once you have read all of our stated guidelines as well as our frequently asked questions and believe your organization falls within these parameters you are welcome to fill out the Sponsorship Application.

Please make sure to include the following documents at the end of the application process:

- Sponsorship Proposal
- W-9
- List of Board of Directors

A lead time of at least 3 months (90 days), prior to your program or event, will allow us to give timely consideration to your request.

### **When does Trividia Health accept grant requests?**

Trividia Health accepts and reviews requests throughout the year.

### **Where do I send my sponsorship request?**

Upon completion of the Sponsorship Application you may send an email with the application, a proposal, W-9 form and list of Board of Directors to our Philanthropy Consultant, Kelly Alvarez Vitale at [Kelly@StrategicPhilanthropyInc.com](mailto:Kelly@StrategicPhilanthropyInc.com). Please title the subject line of your email to read **Trividia Health Community Partnership Request for <Name of Your Organization>**.

### **Is there a contact if I have any questions?**

Please direct any questions about the application process to [Kelly Alvarez Vitale](mailto:Kelly@StrategicPhilanthropyInc.com), our philanthropy/community relations consultant. Please title the subject line of the email to read: **Trividia Health Community Partnership Request for <Name of Your Organization>**.

### **Is all the requested information required for the initial request?**

All requested information is required to evaluate an application. Incomplete applications cannot be considered.

### **What is Trividia Health' sponsorship review process?**

Once a Sponsorship Application has been received, it is initially determined whether the organization falls within the Trividia Health Charitable Guidelines. If the request is accepted for submission you may be contacted by staff for any additional information needed.

### **How do I check on my sponsorship request?**

We commit to responding via email to every request within 4 weeks. Please make certain we have the correct contact information on your request. Based on staffing, we are not able to respond to calls for status checks.

### **How will I be contacted regarding the status of my grant request?**

An e-mail will be sent within 4 weeks of receipt of your request.

**Is there a dollar limit for approved grants?**

Sponsorships are funded based on the type of partnership with the organization and the impact it will have.