

# Event Sponsorship Grant Guidelines



## WHAT YOU WILL NEED BEFORE YOU BEGIN:

To make completing your online application easier, it will be helpful for you to have key documents on hand. These include:

- Federal Tax ID Number
- Charitable Registration Number - if required, see application for more detail
- A PDF of the Event Promotional/Sponsorship Materials

## 4 SIMPLE STEPS TO APPLY:

**STEP 1** To start a new application go to:  
[https://www.grantrequest.com/SID\\_372?SA=SNA&FID=35103](https://www.grantrequest.com/SID_372?SA=SNA&FID=35103)

(You may also request a link to the application by emailing [info@oceanfirstfdn.org](mailto:info@oceanfirstfdn.org))

**OR**

To return to an application already in progress go to:  
[http://www.GrantRequest.com/SID\\_372](http://www.GrantRequest.com/SID_372)

**STEP 2** Follow the directions to sign in. If you are signing in for the first time, you will be prompted to create a user account.

**STEP 3** Enter your organization's nine-digit Tax Identification Number (do not use dashes)

**STEP 4** Complete the required fields on the application form and upload the required attachments. When you are satisfied with your request, hit the "Review and Submit" button. After you have completed a final review, hit "Submit" one final time. You will receive a confirmation message that your application has been submitted. If you do not see this message, then your request has not been submitted.

## EXTRA TIPS:

- Samples of the required documents can be found on our website [www.oceanfirstfdn.org](http://www.oceanfirstfdn.org) under **Ideas & Resources**.
- Like OceanFirst Foundation on Facebook and follow us on Twitter, Instagram, and LinkedIn to get alerted to upcoming opportunities and news.