

**Mississippi State Port Authority Sponsorship Application**

**Must be received by MSPA at a minimum, four (4) weeks prior to event/activity.**

**Applications received outside of this time will not be considered.**

**Complete all items. Incomplete applications will not be considered.**

**Date:** \_\_\_\_\_

**Organization Requesting Assistance:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Organization Mission:** \_\_\_\_\_

\_\_\_\_\_

**Name of event, program, or project:** \_\_\_\_\_

**Date(s) of event, program, or project:** \_\_\_\_\_

**Is your organization classified as tax-exempt under sections 501(c) (3) or 170(c) of the United States Internal Revenue Code, or public agency?**

**Non-profit** \_\_\_\_\_ **Public Agency** \_\_\_\_\_ **Neither** \_\_\_\_\_

**Organization's Tax ID#:** \_\_\_\_\_

**Dollar Amount or in-kind services requested:** \_\_\_\_\_

**Please provide a brief description of how the Mississippi State Port Authority's resources will be used. (Please complete below. You may also attach supporting material.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Which of the following targeted areas does this program support?**

Environmental Awareness \_\_\_\_\_ Economic/ Workforce Development \_\_\_\_\_

Community Outreach \_\_\_\_\_ Educational \_\_\_\_\_

**Please provide a description of how the assistance will promote the Port of Gulfport, including a detailed narrative of how the program is incidental to or necessary for the advancement, promotion, development, establishment, insurance, maintenance, repair, improvement or operation of the Mississippi State Port Authority. (Please complete as thoroughly as possible. If the space provided below is inadequate, you may also attach supporting material.)**

---

---

---

---

---

---

---

---

---

---

**How will the Port of Gulfport be recognized as a sponsor/participant?**

---

---

---

---

---

---

---

---

**Having been duly sworn, and under penalties of perjury, I hereby certify that the information contained in this application is true and correct.**

Representative's Signature: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**State of Mississippi**

**County of \_\_\_\_\_**

**Notary Public \_\_\_\_\_**

**My Commission Expires: \_\_\_\_\_**

**Please attach the following with your application:**

Any additional supporting documentation that can help with the consideration process.

Brief description of services, programs, activities, and proposed promotional benefits for the Mississippi State Port Authority.

Organization/Program W-9 Form (For payment purposes).

***Failure to provide the above documentation within 14 days of the event/ad, etc. will exclude the requesting organization from any future sponsorship assistance from the Port Authority.***

**Please Return To:**

**Mississippi State Port Authority External Affairs  
P.O. Box 40 Gulfport, MS 39502**

**Or you may email your completed form and additional information to  
community@shipmspa.com.**

MSPA Use Only: Name: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ W-9 on file: \_\_\_\_\_

Documentation Provided within 14 days of event/ad etc.: \_\_\_\_\_

Amount disbursed \_\_\_\_\_

Revised – 1/9/2018

## **Mississippi State Port Authority Sponsorship Guidelines**

The Mississippi State Port Authority is committed to supporting local community programs, initiatives, and activities that improve the quality of life in the communities that surround the Port. We recognize the importance of all community activities and events, but we must evaluate all requests in the context of the Mississippi State Port Authority's mission, promotional and development sponsorship priorities, and legal and financial constraints. Only those requests that promote the purpose of The Mississippi State Port Authority and are within budgetary constraints and state and federal laws and regulations will be considered. Organizations and groups that have established partnerships with the Mississippi State Port Authority will receive preference.

**As an enterprise agency of the State of Mississippi, the Mississippi State Port Authority can only provide financial assistance to groups and organizations that meet the requirements of Section 59-5-37 of the Mississippi Code.**

**Sponsorships are given only to qualified Federal Tax-exempt organizations and are only given to organizations/events that (1) are within the parameters described in the categories below; AND (2) the Mississippi State Port Authority determines are incidental to or necessary for the advancement, promotion, development, establishment, insurance, maintenance, repair, improvement and operation of the Mississippi State Port Authority or any other properties or facilities under its operation or control.**

**Environmental Awareness:** Environmental protection and stewardship aimed at air quality improvement, marsh creation, pollution prevention and remediation, storm-water management, sustainability, waste reduction and Green Marine certification related activities/events.

**Economic/Workforce Development:** Economic and workforce development-related programs to help generate and support commerce for the Mississippi State Port Authority.

**Community Outreach:** Community-based activities and programs to promote the general welfare of the Mississippi Gulf Coast in order to generate and support awareness, visibility, and economic development opportunities for the Mississippi State Port Authority.

**Educational:** Educational events and programs to educate the local community and provide opportunities to promote the Mississippi State Port Authority. Priority will be given to events and programs which focus on workforce training and work-based learning partnerships.

**Port policy, budget limitations and/or state and/or federal laws and regulations prevent the Mississippi State Port Authority from providing sponsorship or support to:**

- Individuals
- Political, sectarian or fraternal organizations
- Sporting events or athletic teams
- Conferences, pageants or fashion shows
- Expeditions or trips by individuals or groups
- Film or television productions
- Organizations or projects focused outside the US
- Charitable organizations that have no direct relationship/benefit to the Mississippi State Port Authority, as determined by the Mississippi State Port Authority
- Churches, schools, and religious organizations where Mississippi State Port Authority funds may be used for religious purposes
- For-profit entities
- Groups that discriminate on the basis of age, race, sex, sexual orientation or national origin;
- Groups with which the Mississippi State Port Authority are currently in litigation.
- All sponsorship requests **must** be received at least **four (4) weeks prior** to the event/activity to be considered.

**Sponsorship Process:**

- All sponsorship requests must be accompanied by the Mississippi State Port Authority's Sponsorship Application and all additional materials as indicated at the bottom of the application.
- Requests will be evaluated to determine whether they fall within the sponsorship priorities of The Mississippi State Port Authority, and the budget, legal, and policy guidelines adhered to by the Mississippi State Port Authority.
- Once the application has been reviewed, the External Affairs department will contact the requestor and provide a response in a timely manner.
- W-9 Form for payment purposes

**Port Authority sponsorships may take a variety of forms including, but not limited, to:**

- Purchasing of tickets, a table at a local event or sponsorship which includes combinations of tables, advertising, and on-site acknowledgement
- In-kind assistance in the form of staff expertise, staff time, printing, photography, promotional items or other resources, as available and appropriate
- Providing matching funds for a particular program or purpose
- Participating in local community or business events at which the honoree is related to Port Authority business as a customer, employee, or maritime industry leader
- Hosting or sponsoring events/programs/conferences on topical issues, environmental concerns, trade trends, job opportunities or industry roundtables which serve to educate industry members and business groups regarding maritime or other Mississippi State Port Authority's related operations, international trade or technical subjects
- Support of educational or arts and cultural endeavors directly related to the Mississippi State Port Authority and/or its business and/or operations
- Financial sponsorship of major community events intended to promote the Mississippi State Port Authority

**In the event that the Port Authority approves the expenditure of any sponsorship funds, such funds will be disbursed with the expectation that appropriate supporting documentation will be provided within.**

**Supporting documents must demonstrate:**

- Completion of the event/program, including a summary of the event;
- Attendance numbers: and
- The manner in which Mississippi State Port Authority was recognized (photographs, copy of advertisements, event programs/booklets, social media posts, etc.).

**Failure to provide the above documentation within 30 days of the event/ad, etc. will exclude the requesting group/organization from any future sponsorship assistance from the Port Authority.**

**Revised 1/9/2018**