



SPONSORSHIP APPLICATION GUIDELINES & REQUIRED ELEMENTS

Online Application: All Applications must be submitted online through our [compliance & grants portal](#).

Only complete applications will be eligible for review by the Grants Committee.

Payment for commercial sponsorships must represent a commercially reasonable fee/fair-market-value for the marketing and promotional benefits received

Requests should be submitted as far in advance as possible, no less than 8 weeks prior to the proposed date of the event or date funding is needed.

You can save your application as a draft and return at a later date to complete and submit for review.

The following items are required as part of the Axogen grant application process and should be prepared prior to beginning the online application process:

- 1) **Sponsorship Flyer/Letter of Request on your organization's letterhead that contains the following information:**
 - Description of the sponsorship opportunity which details the purpose of the event and includes information on available Sponsorship levels and associated tangible benefits afforded to sponsors
 - The proposed date(s) and location(s)
 - The anticipated number of attendees/viewers
- 2) **Copy of the Event Brochure or Flyer**
- 3) **Detailed Agenda (if applicable)**
- 4) **Signed W-9 Form (or Certificate of Residency, if out of the U.S.) from organization**
- 5) **Budget including anticipated revenues and expenditures**

Please Note: The Grants Committee may require additional information to make its decision

Contact Information

Questions? Email the Grants Committee at Grants@axogeninc.com