



SUPPORT REQUEST FORM: EUGENE HUMAN RIGHTS COMMISSION

The mission of the Human Rights Commission is to promote implementation of universal human rights values and principles in all City of Eugene programs and throughout the wider community.

To carry out this mission the commission shall affirm, encourage and initiate programs and services within the City of Eugene and in the wider community designed to place priority upon protecting, respecting, and fulfilling the full range of universal human rights as enumerated in the Universal Declaration of Human Rights.

To support and promote human rights, the commission will: provide human rights education; be proactive in human rights efforts; address human rights violations; ensure active public participation; be transparent and open, be publicly accountable for human rights progress.

Please review the Guidelines for Community Requests for Support before filling out this application. Any person or organization requesting Human Rights Commission funding must complete and sign this form.

The City of Eugene allocates funds each fiscal year to the Human Rights Commission (HRC) to use to support community events. The HRC receives numerous requests for support each year and may not be able to fund all due to budget limitations.

You or a representative from your agency is strongly encouraged to attend the HRC meeting when your request is being considered to answer questions. Requests that are not submitted in time for the HRC to meet and discuss or are submitted after the event will not be considered for funding or endorsement.

Applications must be submitted complete with a full explanation of the funding request. Please note that if funding is approved, the commission requires a follow-up

report within 30 days of the event. Recipients may submit a written report or may attend the next commission meeting to present a brief verbal report. Photos are encouraged but not required. Failure to report may result in denial of funding for future events.

Date of Funding Request: _____ **Date Funding Required:** _____

Name/Date of Event: _____ **Location of Event:** _____

Brief description of Event:

Timeline for Application

Applications must be received no later than 45 days prior to the event. In extraordinary circumstances the HRC *may* consider support for events within 45 days. Incomplete applications will not be considered for funding.

Organizations and/or individuals submit completed Support Request Form to:

Human Rights & Neighborhood Involvement
99 W 10th Avenue, Suite 116
Eugene, OR 97401
Fax: (541) 682-5221

<mailto:hrni@ci.eugene.or.us> (Electronic submission should type "HRC funding request" in the subject field)

Name of person/organization submitting request for support _____

Address of person/organization submitting request for support _____

Primary contact person's name and phone number _____

Description of organization, names of officers and/or board of directors

Level of Support Requested:

Note: Please choose only **one** funding option: Funding **or** Co-Sponsorship **or** Other Amount

Endorsement: The commission may endorse specific events whose values it supports but to which it does not contribute money. The commission's name may be used in advertising for these events. This application for endorsement must be submitted to the commission and authorization must be granted prior to use of its name.

OR

Support: The commission may provide up to \$100 for events that meet the guidelines if commissioners are not actively involved.

OR

Co-Sponsorship: The commission typically provides up to \$200 (higher amounts may be considered for specific circumstances) for events in which commissioners will be actively involved. Active involvement means that, at a minimum, the group planning the event works directly with a commissioner who serves as a formal liaison between the group and the commission and reports back to the commission regularly. If possible, a commissioner should participate in the planning process and the commission should have an information table at the event.

OR

Other Amount Requested: _____

What will these funds be used for specifically? If request exceeds \$200, please include detailed information about why request exceeds the standard funding levels:

How is this event related to the commission's own activities and purposes (see [Guidelines for Community Requests for Support](#)) and [work plan](#) and what clear benefits would be provided to the City organization?

Please provide a detailed budget description for funds requested (attach if necessary)

Please list other co-sponsors or funding sources and amounts received

Is the event wheelchair accessible? Yes No

Will sign language interpretation be available? (if requested) Yes No

Will other language interpretation be available? (if requested) Yes No

Is this strictly a fundraising event? Yes No

Is this event open to the general public? Yes No

If funding request is approved, in what name should the check be issued and where should it be sent?

Name: _____

Address: _____ City: _____ Zip: _____

****Note:** If this funding request is approved by the City of Eugene Human Rights Commission, the applicant commits to funding the service or product described in this application and to providing a written or verbal report to the commission within 30 days of completion.

Signature of person responsible for event _____