



Live Well St. Joe (LWSJ) is a partnership of community organizations working together to make St. Joseph a healthier place to live, learn, work and play. We welcome the opportunity to review your event or project plan to determine how it aligns with the basic goals of LWSJ and how our organization can best support your event or project. To best utilize LWSJ resources, all events and projects must be approved by the LWSJ Leadership Team to reserve personnel, fiscal and/or promotional support.

Please complete this form and return it to the LWSJ Leadership Team at sandra.pettit@heartland-health.com. Applications will be reviewed within 2 weeks, at which time you will be notified regarding approval. All applications must be submitted and approved prior to invoicing LWSJ for reimbursement.

Name of Event or Project

Host Organization

Contact Person

Phone Number

Email

Date of Event

Date Approval Needed

For the following questions, attachments are acceptable

1. Describe this event or project and include how it promotes the Live Well St. Joe goals of encouraging citizens to "eat healthy, get moving, breathe clean air".

2. What does your marketing plan include?

3. How many attendees do you anticipate and what is the cost per participant? _____

4. Please include the event or project budget, including revenue sources (sponsors or grants) and expected expenses.

Expense	Amount	Revenue Source
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

5. What type of support are you requesting from LWSJ (financial, marketing, people power)?

The following criteria must be met in order for your application to be considered:

1. Media (flyers, announcements, T-shirts, media coverage, etc.) shall incorporate Live Well St. Joe logo and messaging, which will be provided, as much as possible. You will not be expected to re-print items in order to include LWSJ, but to promote LWSJ as new marketing/items are developed.
2. A final report of the number of participants and the outcome of your event or project will be submitted to sandra.pettit@heartland-health.com within 30 days of completion. This does not need to be a formal document, just a summary of the event or project and how it met or missed the goals set forth as well as how the involvement of LWSJ impacted the outcome.

Print name of responsible party	Signature	Date
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For use by LWSJ Leadership Team

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Approved

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Denied

Budget Line Item: _____

Comments _____

Signature of LWSJ authorizing final decision