



## Community Enrichment Initiative Sponsorship Eligibility Rules & Regulations

### WHO WE ARE:

VI Lottery Community Enrichment Initiative provides sponsorships and grants to numerous community programs and organizations throughout the US Virgin Islands. We support programs whose aim is to improve the US Virgin Islands community through the promotion of arts, culture, sports, education, and social advocacy/awareness programs.

### WHO WILL BE FUNDED:

- 1) Program must be either a:
  - a) Non-Profit 501(c)(3) registered through the Internal Revenue Service (IRS)
  - b) Domestic Nonprofit Corporation certified through the USVI Lt. Governor's Office
  - c) Educational Institution
  - d) Clubs/Association
  - e) Local Government Agency (funding only provided for a public event)
- 2) Program must have been established and operational for a minimum of one (1) year from the time application submittal.
- 3) Program must have an established bank account within the organization's name.
- 4) Program must not have received funding from the VI Lottery within the same fiscal year (between October 1<sup>st</sup> – September 30<sup>th</sup>).

### WHAT WILL BE FUNDED:

**This list is not all inclusive. If you are unsure about your particular expenditure, please contact us.**

#### We can fund:

Material /Equipment purchase  
Travel expenses (ie. car rental, airline tickets, hotel)  
Uniforms  
Maintenance/ repairs of equipment required for program activity  
One-time events (must be free to the public)  
Program's operational cost (ie. Printing brochures, training manuals, food for event, event location rental, musical entertainment) Tournament entry fee  
Payments made on behalf of sponsored organization (invoice for services or equipment must be submitted to lottery)

#### We can't fund:

Individuals



Political or Religious Activities

Pageant Competitions

Profit-Making/Fundraising Activities

Projects based outside of the USVI

Salaries or stipends for full time or temporary staff

Alcohol

Contingency cost, loans, interest, insurance or endowments

Utility expense / Running cost

Capital Projects

Organization applying on behalf of another organization

### **HOW TO APPLY:**

Applications may be completed and submitted online at [www.winusvilottery.com](http://www.winusvilottery.com) under the sponsorship tab or downloaded, from the above website, and submitted at any VI Lottery office. Applications must be submitted ninety (90) calendar days prior to the scheduled date of the event; applications received after this timeframe may be denied. Applicants requesting funding equal to or greater than one-thousand (\$1,000.00) dollars must submit a signed cover letter, addressed to the Executive Director, a copy of the Non-Profit Certificate or Certificate of Good Standing. This cover letter must detail the organization's initiative, expected outcome from event, amount of requested funding, and purpose of funding request.

### **WHEN WILL THE FUNDING BE RECEIVED:**

The VI Lottery will release awarded sponsorship two (2) weeks prior to the date of the event. **Signed Sponsorship Award Letter, Rules & Eligibility, and Terms & Conditions document MUST be submitted prior to release of funds (failure to submit these documents will delay the release of funds).** Applicant will receive a phone call when check is available for pick-up. If funding is required earlier, applicant must submit a signed letter making the request and provide reasons for such. Letter must be placed on the organization's letterhead and signed by the original applicant. If applicant is requesting that sponsorship award be paid to an entity on behalf of applicant, an itemized invoice must be submitted prior to release of funds. Contact VI Lottery Sponsorship Program Manager for further details.

### **WHAT IS REQUIRED AFTER PROGRAM COMPLETION:**

Organizations who received a sponsorship equal to or greater than one-thousand (\$1,000.00) dollars must submit a final report one (1) month after the completion of sponsored event or program. If an extension is required, such request must be submitted, by email or letter, prior to the original deadline. Report must include:

- a) Outcome of program/event and how it impacted the USVI community
- b) Pictures of event/program
- c) Proof of how VI Lottery was promoted during the event/program
- d) Expenditures detailing how VI Lottery funds were utilized
- e) Copies of cancelled checks or copies of original receipts for the expenditures



### **DISCLAIMER:**

**The VI Lottery provides sponsorship on a first come first serve basis while funding is available. Funding amounts are determined based on allocated budget. The VI Lottery has no obligation to award the exact or similar amounts which have been awarded in prior fiscal years. Failure to submit a final report will disqualify an organization from receiving any future sponsorship.**

## **Community Enrichment Initiative Sponsorship**

### **Terms and Conditions**

- 1) By submitting an application to the Virgin Islands Lottery Community Enrichment Program, the organization named in the application (referred to as ‘you’ or ‘your’ in these Terms and Conditions) agrees, if awarded a grant, to:**
  - 1.1 the VI Lottery (referred to as ‘we’ or ‘us’) will hold the awarded funds until two (2) weeks prior to the scheduled event, unless you submit an early distribution request as detailed in the provided “Community Enrichment Initiative Sponsorship Eligibility Rules and Regulations;”
  - 1.2 adhere to all the “Community Enrichment Initiative Sponsorship Rules & Regulations”
  - 1.3 use the awarded funds only for your program/event as described in your application or otherwise agreed with us;
  - 1.4 provide us promptly with any information and reports we require about the project and its impact to the USVI community, both during and after the end of the project;
  - 1.5 act lawfully in carrying out your project and follow any guidelines issued by us about the use of the grant;
  - 1.6 acknowledge the VI Lottery funding using the provide lottery logo and any other agreed upon advertisement;
  - 1.7 hold the awarded funds in a US banking institution
  - 1.8 immediately return any portion of the grant that is not used for your project within the awarded VI Lottery’s fiscal year, or constitutes as unlawful aid;
  - 1.9 the VI Lottery publicizing and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free license to reproduce and publish any project information you give us. You will let us know when you provide information if you don’t have permission for us to use it in this way.
  
- 2) You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any following situations. You must let us know if any of these situations have occurred or are likely to occur:**



- 2.1 You use the grant in any way other than as approved by us or fail to comply with these Terms and Conditions.
- 2.2 You fail to make good progress with your program/event or are unlikely in our view to complete the program/event or achieve the objectives agreed with us.
- 2.3 You fail to submit the required final report within deadline or approved extension period, thereby disqualifying your organization to receive any future funding.

**3) You acknowledge that:**

- 3.1 we will not increase the grant if you spend more than the awarded amount, and we can only guarantee the grant as long as the Virgin Islands Lottery continues to operate and we are financially able to honor your grant;
- 3.2 we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the program/event, nor from non-payment or withdrawal of the grant;
- 3.3 we have no obligation to award the exact or similar amount which have been awarded in prior fiscal years;
- 3.4 you have received a copy and reviewed the “VI Lottery Community Enrichment Initiative Sponsorship Eligibility Rules and Regulations;”
- 3.4 if the application and grant award letter are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be signature of that agreement.

The undersigned agrees to all of the above-mentioned eligibility rules and regulations and the terms and conditions of this agreement.

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization Physical Address: \_\_\_\_\_



From the Office of the  
Virgin Islands Lottery [www.winusvilottery.com](http://www.winusvilottery.com)

Telephone Number: cell \_\_\_\_\_ office \_\_\_\_\_

Email: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_