



## Request for Sponsorship

National Instrument's contributes only to non-profit organizations that maintain an IRS 501 (c)3 designation and that operate within the communities with National Instrument's offices.

To apply for support under National Instrument's Community Collaborator Program, please do the following:

1. Put together a package that includes –
  - A written proposal or letter of request on your organization's letterhead.
  - Proof of IRS 501 (c)3 non-profit status.
  - A completed National Instrument's Request for Sponsorship Application. [Click here to access the application.](#)
  
2. Send the completed package by e-mail or regular mail to:
  - E-mail: [community.relations@ni.com](mailto:community.relations@ni.com)
  - Mail: National Instruments  
Attention: Lauren Niver  
11500 North Mopac Expressway  
Building B  
Austin, Texas 78759



## Request for Sponsorship Application

After completing this application, print it. Then return it with a cover letter (on your organization's official letterhead) and a copy of your 501(c) 3 certification. Any information regarding your organization, program or event may also be included. This application should be submitted at least eight weeks prior to your event. Please allow four weeks for a response.

### Organizational Information

Organization/group name: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Do you have 501 (c) 3 non-profit certification? (Please circle) Yes No      Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact title: \_\_\_\_\_

Organization address: \_\_\_\_\_ City/state/zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe the purpose of your organization and its primary beneficiaries: \_\_\_\_\_

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### Program/Event Information (Complete where applicable)

Program/event: \_\_\_\_\_ Event date: \_\_\_\_\_

How many people are expected at your event: \_\_\_\_\_

What cities or counties will be served? \_\_\_\_\_

Please describe the nature and purpose of your program and event? \_\_\_\_\_

### Request Information

What would you like National Instruments to sponsor? (Please be as specific as possible.): \_\_\_\_\_

Has National Instrument's sponsored your organization in the past? (Please circle one.)    Yes    No  
If yes, what amount and date? \_\_\_\_\_

How will National Instrument's be recognized as a sponsor of your organization, program, or event?  
\_\_\_\_\_

You have now finished filling out the application. See top of this form for instructions on how to submit. –Thank You