



# SPONSORSHIP/DONATION/FUNDING APPLICATION FORM

## St. Colmcille's (Kells) Credit Union Ltd.



### ORGANISATION/CHARITY/CLUB/COMMITTEE INFORMATION

Organisation/Charity/Club/Committee Name:

Organisation/Charity/Club/Committee Address:

Contact Name and Details:

Email Address:

Phone Number:

Event/Activity Name / Funding Details:

Brief description of the fundraising efforts for your Organisation/Charity/Club/Committee

Purpose of Sponsorship/Donation/Funding:

Age Group of the Community this event/project will support?

YOUTH                      TEENS                      ADULTS                      SMALL BUSINESS

FAMILY                      COMMUNITY                      OTHER \_\_\_\_\_

### SPONSORSHIP/DONATION/FUNDING DETAILS

Amount Requested: €

Full Sponsorship  Partial Sponsorship  Any Donation

Estimated Event Cost / Required Funding Cost: €

Has your Club/Society/Association received sponsorship from St. Colmcille's (Kells) Credit Union Ltd in the past?                      YES / NO

Is St. Colmcille's (Kells) Credit Union Ltd the main sponsor?                      YES/NO

Please list other potential sponsors (if applicable):

### ST. COLMCILLE'S (KELLS) CREDIT UNION LTD SPONSORSHIP/DONATION/FUNDING RECOGNITION

Please describe in detail how we will be recognised as a sponsor: (Information on how St. Colmcille's (Kells) Credit Union Ltd name and logo will be used in Signage, Print Materials, Organisation/Club Website, Website Link Building, Social Network Sites, Event Launch, Banner, Event Brochures, Testimonial on our website etc.)

Is there an opportunity for St. Colmcille's (Kells) Credit Union Ltd Employees to participate in the Event/Activity YES/NO

# ST. COLMCILLE'S (KELLS) CREDIT UNION LTD DONATIONS TERMS & CONDITIONS

- \* The Donations Committee of St. Colmcille's (Kells) Credit Union Ltd are happy to consider funding, sponsorship and donations applications from any organisation/committee/education institution/voluntary organisation/club/society etc. from our members for any worthwhile purpose.
- \* At St. Colmcille's (Kells) Credit Union Ltd, where people helping people is a core value, we are delighted to be in a position to donate much needed funds to our local community organisations. To reflect our Credit Union mission and values as being the first choice financial services provider for our members and supporting our local community; each year we sponsor a number of local charities. We donate directly to charities, and by sponsoring our members in their many varied fundraising efforts.
- \* Our Objective: St. Colmcille's (Kells) Credit Union Ltd will consider donation of funds or sponsor activities that benefit the community, create positive image and reflect the interests of our members and be mutually beneficial and committed to the development and advancement of our communities.
- \* Preference will be given to sponsorship, donation and funding requests that:
  - ⇒ Are Located within the common bond community of St. Colmcille's (Kells) Credit Union Ltd
  - ⇒ Reflect the mission and values of St. Colmcille's (Kells) Credit Union Ltd
  - ⇒ Organisation will have its membership and operation within our common bond
  - ⇒ Fulfil a recognised need and benefit the community
- \* All applications for sponsorship/donation/funding to be considered by our donations committee must be made at least 30 days prior to the scheduled event/activity.
- \* Request for sponsorship/donation/funding must be done on the official St. Colmcille's (Kells) Credit Union Ltd Donation Application Form and submitted to our office. Applications must be completed and can be returned via post/in person/scanned and emailed to [info@kellscu.ie](mailto:info@kellscu.ie)
- \* Sponsorship/Donation/Funding forms are available to download from our website [www.kellscu.ie](http://www.kellscu.ie)/can be picked up in our office/phone our office on 046 - 9240299 [info@kellscu.ie](mailto:info@kellscu.ie) and we can have one posted to you.
- \* Our Donations Committee meet once a month to consider applications for donations/sponsorship/funding
- \* Limit of one sponsorship/donation/funding to an organisation per financial year from 01st October - 30th September following year.
- \* St. Colmcille's (Kells) Credit Union Ltd does not guarantee donation/sponsorship/funding year to year. Each organisation shall re-apply for funding on an annual basis.
- \* Each application must state how St. Colmcille's (Kells) Credit Union Ltd will be acknowledged/represented through its donation.
- \* Any sponsored charity/sports club/organisation/committee/club/education institutions/voluntary organisation must publish where applicable on their website/social media pages (facebook/twitter) /local papers a photograph taken in one of the Kells Credit Union offices with a staff member when accepting a cheque.
- \* Any sponsored organisation must display a St. Colmcille's (Kells) Credit Union Ltd Logo and St. Colmcille's (Kells) Credit Union Ltd Banner during sponsored event/activity. St. Colmcille's (Kells) Credit Union Ltd will provide a Credit Union logo and banner when necessary.
- \* All Committees/Club/Societies/Associations etc. may be asked to show proof of how St. Colmcille's (Kells) Credit Union Ltd was represented (photographs/copies of event programmes/brochures/adverts/printed items/copy of article in the newspaper). Please send proof to [info@kellscu.ie](mailto:info@kellscu.ie) or return to a St. Colmcille's (Kells) Credit Union Ltd office
- \* St. Colmcille's (Kells) Credit Union Ltd reserves the right to use a name of a sponsored organisation and any material for promotional purposes on our website/local papers/presentations and any social media. Also by signing this form you are consenting that St. Colmcille's (Kells) Credit Union Ltd can use any photograph taken of your organisation in our office upon presentation of the cheque on our website/Social Media/local papers and presentations.
- \* Upon approval or decline of your request for sponsorship/donation/funding, you will be notified in writing (by email or post) at the address provided on the application form.
- \* The Donations committee decision is final and in the case of the declined sponsorship/donation request next re-application may be made in the following financial year

I confirm that I have read the Sponsorship, Donation and Funding Policy and agree to the terms included in the policy specifically regarding the acknowledgement of St. Colmcille's (Kells) Credit Union Ltd and photographs from the Sponsorship/Donation/Funding being included on the St. Colmcille's (Kells) Credit Union Ltd website/social media sites etc.

Signature:

Date:

## ST. COLMCILLE'S (KELLS) CREDIT UNION LTD OFFICE USE ONLY

Date Received:

Date processed by the Donations Committee:

Amount of Sponsorship/Donation/Funding: €

Approved

Declined

Date Cheque Issued:

Cheque Number:

Person to Whom the Cheque was sent:

Suggested Recognition/Special Conditions: