

Sponsorship and Donation Application

How we allocate funds:

The community investment donations committee meets in the last week of each month to consider the written requests that have been received by the required date. The team works within a budget and uses agreed criteria when considering applications.

Step 1: Does your project or proposal meet our application criteria?

Before you proceed with your application, please use the flow chart on our [webpage](#) to work out if your proposal meets the application criteria.

Step 2: Complete your application

To allow us to consider your application and process it in a timely manner we need some information about who you are, how we contact you, what the funds will be used for, and how you will acknowledge any assistance we may provide. Please give us as much detail as possible, and make sure you fill in the complete form.

Incomplete forms will not be considered.

1. Contact Details

Date:

Name of applicant organisation:

(as it appears on your bank deposit slip)

Postal Address (including postcode):

Email address:

Contact Number:

Contact Person:

Position

2. Tell us a bit about your organisation's history and what you do

Type of Organisation:

(Charitable Trust, Incorporated Society, Non-Profit Body, Education Facility, Sports Club, Community Group etc.)

Is your organisation GST registered? **NO YES**

If yes, provide your GST number:

How long has your organisation been in existence?

How many volunteers? **How many paid staff?**

How many members? Is there a membership fee? NO YES

How much is membership yearly?

If you are representing a school or education facility, what is the present roll number?

What is your school decile?

Where is your organisation based?

3. Explain the aims of your organisation? If you have a trust deed, please attach a copy

4. What programmes and services does your organisation provide?

5. Has your organisation applied for funds from us before? NO YES

If yes:

Year	Amount	Outcome
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Have you or the applicant organisation applied for funds elsewhere for this activity? NO YES

If yes:

Organisation applied to:	Amount:	Outcome:
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6. Requested Amount

Amount application is for: \$.

7. Provide a brief summary of your project or proposal

8. What will the funding be used for and when?

9. Who are the primary beneficiaries of this project or proposal? What community need/s does it address?

10. Explain what outcomes your organisation is expecting from this funding? What is the expected scale of impact? (e.g. number of people reached, geographical area).

11. What does success look like and how will you measure it?

12. Our Requirements – check list

To process your application, we require the following:

Quote or proof of cost.

A bank deposit slip, bank statement or a letter from your bank, on bank letterhead

If not previously supplied – purchase receipts from any previous OceanaGold sponsorship/assistance

Have these documents been attached?

NO YES

If your application is successful, we would like to know:

How our assistance will be acknowledged. Here are some possibilities.

- Place the OceanaGold logo on uniforms, equipment, advertising or paperwork. We will provide you with a logo by email.
- Erect signage or borrow our core flute signs (if running an event).
- Mention us in your newsletter or website.
- Acknowledge us at your AGM, prize giving or official opening.
- Name an event, team or competition after OceanaGold
- Mention us on your social media channels and/or in media releases and other publicity.

Tell us how you will acknowledge our sponsorship/assistance

Once your project or proposal is complete, we require the following:

- Purchase receipts showing what the funding was spent on
- A brief summary including any data or success measures that show the impact and benefit to the community
- Photographs or copies of promotional materials that show how you have acknowledged our sponsorship/donation

Applicant Declaration

- We confirm that this application has the formal approval of our controlling Board/Committee
- To the best of our knowledge the information provided in this application is true and correct
- We accept that details of any donation that the OceanaGold makes may be made public • We acknowledge that any decision made by the OceanaGold is final
- We accept that our organisation, community/group or school will be accountable for any donation made, which will be used for the purposes specified in the application or as directed by OceanaGold
- We acknowledge and agree that any photography/videography requested by OceanaGold in connection with a donation may be used by internally and corporately by OceanaGold, or with public reporting on its company donation activities.

For and on behalf of the Applicant:**Name:****Position:****Signature:****Date:****OceanaGold Use only****Office Use:** *(Please circle one)***Approved****Amount:****Declined**