



## How to complete a Sponsorship & Donation application

OceanaGold is pleased to be able to support individuals and groups in our community through in-kind assistance or a donation. These notes are designed to assist you as you complete the application form. The more we know, the easier it is for us to process your request.

### Things you should know:

- Please check the donation criteria on our website before applying.  
[www.waihigold.co.nz/community/investing-in-our-community/applying-for-assistance/](http://www.waihigold.co.nz/community/investing-in-our-community/applying-for-assistance/)  
This will explain what activities we will consider for assistance.
- You must provide a postal address and your telephone number so we can contact you if we need to.
- We require a bank deposit slip. This should be included with your application.
- If you or the organisation you are applying on behalf of are GST registered we will need the GST number.
- You must provide quotes for items you wish to purchase.
- You must provide purchase receipts after your event to show where the donation money has been used, failure to do so will result in us declining future applications.
- We will not consider a donation for events that have passed or for items already purchased and paid for.

### How will you acknowledge OceanaGold Waihi?

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 can provide you with a logo by email.
- Erect signage or borrow some of our core flute signs.
- 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.



## Sponsorship & Donation 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 would 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.**

### We need some contact details

**Name of applicant individual or organisation:** .....

(as it appears on your bank deposit slip)

**Postal Address** (including postcode): .....

.....

**Email address:** .....

**Telephone Number:** landline ..... mobile .....

**Contact Person:** .....

*Organisations or groups, fill in this section, individuals, see over the page.*

### Is this application for a group or organisation? Tell us a bit about your group's history and what you do.

Type of Organisation: .....

(sports, education, culture, etc)

Is your organisation GST registered? Circle one. **NO** **YES** If Yes, provide your GST number .....

How long has your organisation been in existence? ..... How many members/clients? .....

Number of Staff: ..... Number of volunteers: .....

Where is your organisation based? .....

What is the main purpose of your organisation?

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What programmes and services does your organisation provide?

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Individuals fill in this section.

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**Is this application for you as an individual? Tell us a bit about yourself and why this money will help.**

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All applicants fill in this section.

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**Amount application is for: \$** .....

**Briefly explain what the donation to be used for and when. Attach additional information if required.**

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**If your application is successful, how will you acknowledge our sponsorship/assistance?**

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**Have you or the applicant organisation applied for funds from us before?** Circle one. **NO YES**

If yes:

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

If yes:

Organisation applied to:	Amount	Outcome
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Office Use: Please circle one.

Approved

Amount

Declined

