

REQUEST FOR FUNDING COMMUNITY SPONSORSHIP PROGRAM/CAISSE GREEN FUND

(v. April 2018)

For use by administration only. Date received _____ Application N° _____

PROJECT'S NAME

1. GENERAL INFORMATION

1.1 CONTACT INFORMATION

Name of organization :				
Address :				
	Street/P.O Box	City / Town	Province	Postal Code
Social Media :				
	Website	Facebook	Twitter	Other

1.2 CONTACT PERSONS

Name :		Name :	
Title :		Title :	
Telephone :		Telephone :	
Email :		Email :	

1.3 TYPE OF ORGANIZATION (Please indicate the best answer.)

Not for Profit organization, if yes : _____ Co-operative : _____ Social Enterprise* : _____
 Registered Charity _____ N° : _____ RR0001
 Economic / Community Development _____
 (*With a social, ecological or cultural mandate and reinvests all profits in the community or enterprise.)

Is your organization a member of Caisse Financial Group? (Priority will be given to Caisse's members.)
 No _____ Yes _____ Folio no : _____ Branch : _____
 Has your organization received a sponsorship from Caisse Financial Group for this project in the past?
 No _____ Yes _____ Amount received : _____ Date : _____

1.4 REQUEST

Location : _____ Start Date : _____ End Date : _____
 Amount Requested : _____ Total Project Budget : _____
 Please see our criteria for maximums by project. Please attach details of project revenues and expenses.
 If requesting more than \$10,000, please join detailed project plan.

1.5 OBJECTIVES

Indicate which of these objectives best describe your project.
(See our website for details of the focus areas listed for the Community Sponsorship Program and the Green Fund)

COMMUNITY SPONSORSHIP PROGRAM	GREEN FUND
<input type="checkbox"/> Build strong and vibrant communities	<input type="checkbox"/> Improve or develop green spaces
<input type="checkbox"/> Sustainable development of the local economy	<input type="checkbox"/> Provide for healthier food or water supply
<input type="checkbox"/> Celebrate community pride and culture	<input type="checkbox"/> Protect or restore ecosystems
	<input type="checkbox"/> Encourage positive change or leadership, or innovations with regards to the environment

It will benefit : Local Community _____ Region _____ Provincial (MB) _____
Specify Specify

2. PROJECT DESCRIPTION

2.1 Describe the main objective of your project.

2.2 Who will directly benefit from your project?
Please provide the demographics and approximate number of the project's direct beneficiaries.

2.3 How does your project pertain to the focus area you selected on page 1, Section 1.5?
See details of the focus areas on our website.

2.4 Which organizations or groups will be involved in the realization of your project and in what manner?

2.5 What visibility can you provide Caisse Financial Group as sponsor of your project?

2.6 Other relevant information about your project:

CAISSE FINANCIAL GROUP MAY REQUEST ADDITIONAL INFORMATION.

Please indicate acceptance of the terms and conditions of our program by signing below and submitting your completed application (all sections are mandatory) and other requested documents, either by email or in paper copy, to the following coordinates:

Email : info@caisse.biz Subject : Sponsorship Request
Paper copy : Attention : Administration & Marketing Coordinator
Caisse Financial Group
400 – 205 Provencher Boulevard, Winnipeg MB R2H 0G4

Requests should be submitted at least one month in advance of the start date of the project.

Requests of \$10,000 or less can be submitted at any time throughout the year. A response should follow within a couple of weeks of receipt.

Requests of more than \$10,000 are accepted only once a year and must be received by March 1st. Approvals or refusals are communicated in the month of June.

Terms and Conditions

Sponsorship recipients agree to the following terms and conditions should they be approved for sponsorship:

1. All sponsorships or donations must be utilized exclusively for the purposes stated in the official application and per the timetable specified unless written approval has been provided by Caisse Financial Group prior to any modification, otherwise Caisse Financial Group may request reimbursement.
2. The sponsorship provided by Caisse Financial Group must be recognized orally and in writing, including on social media, in the promotion or advertising of and throughout the activity, initiative or project; the recognition requirements will be specified by Caisse Financial Group in the sponsorship approval.
3. Sponsorship recipients authorize Caisse Financial Group to publish their name, nature and description of the project, the amount of the sponsorship and any photographs of the activity, initiative or project for business and promotional purposes exclusively.
4. Sponsorship recipients agree to provide a written report to Caisse Financial Group within two months following the end of the sponsored activity, initiative or project indicating the results and outcome, and authorize Caisse Financial Group to reproduce any text included in the report either whole or in part for business and promotional purposes exclusively.
5. Whenever possible, the sponsorship recipients agree to provide pictures of the activity, initiative or project and authorize Caisse Financial Group to reproduce these pictures either whole or in part for business and promotional purposes exclusively. Pictures should be submitted with the written report noted in point 4.
6. Sponsorship recipients agree to promptly inform Caisse Financial Group and reimburse the sponsorship in whole or in part if so requested by Caisse, in the event of:
 - i. Incorrect or inexact information included in the application form;
 - ii. Project is abandoned or needs to be abandoned;
 - iii. Sponsorship funds are not utilized within the period specified;
 - iv. Sponsorship funds are utilized for expenses other than those specified in the application form.

3. ATTESTATION

The undersigned, submitting a sponsorship request on behalf of the organization, attests that the information provided, according to his best knowledge, is complete and true.

Date : _____ Title : _____

Name : _____ Signature : _____