***Official use only:***

***D&S No:***

***Date***:

**Application form for Donations and Sponsorship Committee**

The Donations and Sponsorship Committee was set-up by the Board of Directors of Derry Credit Union Limited in March 1998. It consists of seven members of the Credit Union who have the responsibility of examining applications and the allocation of donations. The committee is ultimately responsible to the Board of the Credit Union. The maximum fund available for distribution by the committee is allocated at the Annual General Meeting. Committee meetings are usually held on the first Saturday of January, March, May, July, September and November. **Completed forms should be returned 2 weeks prior to the scheduled meetings listed above.**

|  |  |  |
| --- | --- | --- |
| **Name of Group or Individual:** |  | |
| **Type of Organisation:** | **Limited Company / Voluntary/ Community Group / Fundraising Group**  *Choose from options above:* | |
| **Principal Officers**  **(e.g. Chair, Treasurer)** |  | |
| **Contact Name:** |  | |
| **Address:** |  | |
| **Postcode:** |  | |
| **Contact Number (s):** |  | |
| **Email Address:** |  | **Social Media platforms** *(website, Facebook, twitter etc)***:** |
| **Are you a member of Derry Credit Union Limited** | **Yes**  **No** | **If No, which Credit Union are you a member of** *(if any)*: |

|  |  |
| --- | --- |
| **Title of Project:** |  |
| **Aims of Project:**  *Please include as much detail as possible (you may also include additional paperwork in support of your application).* |  |

|  |  |  |
| --- | --- | --- |
| **Specific Use of Donations:** |  | |
| **Overall Cost of Project:** |  | |
| **What amount do you request from Derry Credit Union:** |  | |
| **Have you previously received money from Derry Credit Union?** | **Yes**  **No** | If Yes, please provide details: |
| **Is this a one-off request or how often will it be repeated?** | **One off / 6 Months / Annually / Two Years / Will depend on Project**  *Choose from options above:* | |
| **How many of the same applications have you made to other bodies?** |  | **What amount of monies have you received from other funding bodies?** |
| **Who will benefit from donation?** |  | |
| **What age group will benefit?** |  | **How many will benefit?** |
| **Date by which donation is required?** |  | |
| **Name of organisation the cheque should be made payable:** |  | |
| **How will you publicise any support received from Derry Credit Union?** |  | |

**Declaration:**

I confirm that the information given is correct, to the best of my knowledge, and that any money received will be used for the sole purpose stated in the application.

Signature: Date:

***A signed hard-copy form must be returned to our office at least two weeks prior to the committee meeting.***

**For official use only**: Unsuccessful Successful Amount Allocated: £

Comments:

Signature: Date:

**Completed forms should be returned to:**

The Donations & Sponsorship Committee, Derry Credit Union Limited, Head Office, 7-9 Abbey Street, Derry, BT48 9DN or by email to info@derrycu.com.

[This Photo](https://gu.wikipedia.org/wiki/%E0%AA%87%E0%AA%A8%E0%AB%8D%E0%AA%B8%E0%AB%8D%E0%AA%9F%E0%AA%BE%E0%AA%97%E0%AB%8D%E0%AA%B0%E0%AA%BE%E0%AA%AE) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)

**Appendix 1**

**Guidelines for Applicants**

The Donations and Sponsorship committee was set up by the Board of Directors of Derry Credit Union in March 1998. It consists of up to seven members of the Credit union who will examine applications and recommend the allocation of donations/sponsorship awards.

The committee is ultimately responsible to members of Derry Credit Union Limited and report to the Board of Directors following each meeting and to the members at the Annual General Meeting.

The maximum fund available for distribution by the committee is allocated by the Board of Directors annually.

Committee meetings are usually held on the 1st Saturday of January, March, May, July, September and November.

* Applications received after the event has started **will not** be considered.
* Following a successful application you will be given a date for the distribution of cheques and will be required to attend (or another member of your group) to receive the cheque and take part in photographs.
* Equipment or other capital items purchased with an award must be labelled showing the purchase was made with funds from Derry Credit Union Limited.
* The reason for your application and the amount received will become part of the annual report of the committee and will be public knowledge.
* Derry Credit Union Limited will carry out monitoring of their awards and you may be requested to submit monitoring information following your event, it is a condition of your application that you will complete this process if requested.
* Failure to use the funds awarded in the proposed manner may lead to the refusal of further applications.
* No organisation may receive awards more than twice in any 12 month period.
* In completing your application please ensure your organisation is within our common bond and you review the following levels of funding and the required documentation in support of your application.

|  |  |  |
| --- | --- | --- |
|  | **Who may apply** | **Supporting documentation required** |
| **£100** | **Individuals seeking:**   * Donation to aid charity etc. * Sponsorship – no more than 6 on any project | Evidence of identity of the person receiving the award and confirmation of the donation being made |
| **£100** | **Individuals seeking:**   * Aid towards a scholarship or such like. (The individual should indicate that there will be some “pay-back” to the community). | Evidence of identity of the person receiving the award and evidence of the acceptance to attend the specified event etc. |
| **Up to £500** | **Groups:**   * Playgroups * Church Groups * Afterschool Groups/Clubs * Community Groups * Schools seeking provision of prizes etc. or sponsorship of events * Sports Clubs etc. | Constitution for the Group or Memo & Articles of Association if a limited company    List of office bearers or committee members including addresses and phone numbers    Please contact DCU if unable to supply either of the above. |
| **Individuals:**   * An individual with a life threatening illness seeking assistance for necessary treatment/equipment | Please contact DCU to discuss your proposed application |
| **Up to £1,000** | **Groups:**   * Who are providing a service for a considerable number of people and who do not receive adequate funding from elsewhere. * A major group promoting an event/service that will benefit the large majority of members. | Constitution for the Group or Memo & Articles of Association if a limited company    List of office bearers or committee members including addresses and phone numbers |

**Completed** applications, including supporting documentation should be received by the following dates to ensure consideration:

January Meeting by 26th December

March Meeting by 26th February

May Meeting by 26th April

July Meeting by 26th June

September Meeting by 26th August

November Meeting by 26th October