



REQUEST FOR FUNDING

COMMUNITY SPONSORSHIP PROGRAM/CAISSE GREEN FUND

1. Project Name

2. General Information

Organization Name _____

Address _____
 Street _____

City/Town _____ Province _____ Postal Code _____

Website _____

Facebook page link _____

Instagram page link _____

LinkedIn page link _____

Contact Person(s)

Full name	_____	Full name	_____
Title	_____	Title	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

Level of group/organization: National Provincial Regional Local

Please choose what is your type of organization:

- Social enterprise
- Economic or community development organization
- Non-profit organization - If yes, number: _____
- Registered charity - If yes, number: _____
- Co-operative - If yes, number: _____

Is your group/organization a member of Caisse Financial Group? Yes No
if yes, what is your membership number _____

Is the individual filling out this application a Caisse Financial Group member? Yes No
if yes, what is your membership number? _____

Request

Have you discussed this application with anyone at Caisse Financial Group? Yes No
If yes, what is the full name of the Caisse employee or board member: _____

Please describe your group/organization

(for example, tell us about the programs and services provided, number of paid employees, number of active volunteers, year founded or incorporated, etc.) - 4-5 sentences.

Please describe your project

(for example, tell us about the project objective, who and how many people it will benefit, is it a recurring and/or multiphase project/event, etc.) - 4-5 sentences.

Amount Requested:
\$ _____

Total Project Cost:
\$ _____

Start Date:

End Date:

When do you need a decision by?

When are the funds needed by?

Location of project: _____

Please indicate the category in which your project falls *(please choose one)*

- Community Sponsorship Program Green Fund

Please indicate which of these objectives best describes your project

(please select all the ones that applies under the category previously chose)

Community Sponsorship Program

- Building strong and vibrant communities
- Sustainable development of the local economy
- Celebrating community pride and culture

Green Fund

- Improve or develop green spaces
- Provide healthier food or water supply
- Protect or restore ecosystems
- Encourage positive change or leadership, or innovations with regards to the environment

Does this sponsorship directly impact any of the following groups/segments?

- First Nations, Métis and Inuit Peoples
- New Canadians
- Children / Youth
- LGBTQ2S+
- Women
- Other, please specify: _____

Which age demographic is this project targeting? _____

Has your group/organization received funding from Caisse Financial Group over the last five years? Yes No Not sure

Previous funding and years received from Caisse Financial Group (if applicable)

Name of the project _____ \$ _____ Year _____

Name of the project _____ \$ _____ Year _____

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Name of the project _____ \$ _____ Year _____

If more, please attach a document to this request.

How will Caisse Financial Group's contribution be recognized? (Please check all that apply)

- Logo and link on the Website
- Social media recognition
- Verbal recognition at the event
- Logo recognition on printed materials
- Ad in program
- Signage recognition
- Free attendance(ex. Tickets to gala)
- Newsletter
- Banner placement
- Press release
- Kiosk/Table
- Other, please specify _____

Is there an opportunity for permanent Caisse Financial Group recognition?

Yes No

If yes, please specify: _____

How did you hear about Caisse Financial Group's Sponsorship Program?

(Please check all that apply)

- Caisse Financial Group Website
- Facebook
- Instagram
- LinkedIn
- Word-of-mouth
- Caisse newsletter
- Caisse employees
- Radio
- Newspaper
- Others, please specify _____

Are there other sponsors involved in this project? Yes No

If yes, please disclose them:

1. _____ \$ _____ pending / confirmed
2. _____ \$ _____ pending / confirmed
3. _____ \$ _____ pending / confirmed
4. _____ \$ _____ pending / confirmed
5. _____ \$ _____ pending / confirmed

If more, please attach a document to this request.

Do you have any other relevant information about your project to share with us?

If this request is approved, please specify who the cheque should be made payable to and where it should be mailed:

Please note that Caisse Financial Group may require an invoice for the sponsorship

Important:

We will prioritize contributions to organizations and/or activities, initiatives and projects that are:

- active members of Caisse Financial Group
- located in the communities where our branches are located
- reach the greatest number of beneficiaries
- build relationships and community partnerships
- respect the environment

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 (preferably) or in paper copy, to the following coordinates:

Preferably by email: marketing@caisse.biz Subject: Sponsorship Request

Paper copy: Caisse Financial Group
Attention: Marketing Department
400 - 205 Provencher Boulevard
Winnipeg Manitoba R2H 0G4

Requests should be submitted a **minimum of 6 weeks before the start date of the project**. Requests of **less than \$10,000** can be submitted at any time throughout the year. A response should follow within a couple of weeks of receipt.

Requests of **\$10,000 or more** are accepted only once a year and must be received by March 12. Approvals or refusals are communicated in the month of June.

I understand and accept the terms and conditions of the Caisse Financial Group Community Sponsorship Program.

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.

Signature: _____ Date: _____