



Guidelines for sponsorship/donation requests

1. All applications for sponsorship/donation/funding to be considered by our Marketing/Youth Development Committee must be made **by 31st of March 2016**. The closing date will be strictly adhered to. Late applications will not be accepted only in exceptional circumstances. All applications will be accessed in April. All requests will be reviewed at once to divide the money evenly amongst the requests as best we can.
2. Request for Sponsorship or donation must be done on official **Ballincollig Credit Union Sponsorship and Donation Application Form** and **submitted to Ballincollig Credit Union Marketing Committee**. Applications must be completed and returned to Ballincollig Credit Union by post or in person.
3. Sponsorship and Donations Application Form is available for download from our website or it can be picked up from our office. .
4. Limit of one sponsorship/donation to any one organisation per financial year from **1st October to 30th September** following year.
5. Ballincollig Credit Union Ltd does not guarantee sponsorship/donation year-to-year. Each organisation shall re-apply for funding on an annual basis.
6. All applications must state how Ballincollig Credit Union will be represented/promoted through its sponsorship/donation. The organization must also demonstrate what benefits BCU will get through the sponsorship of their organization.
7. Any sponsored charity, sport club, education institution, voluntary organisation must publish on their website, social media pages such as Face book, twitter etc and the local papers a photograph/blurb in recognition to the contribution made by Ballincollig Credit Union
8. Any sponsored organisation must display a Ballincollig Credit Union logo and Ballincollig Credit Union banner during sponsored event/activity. Ballincollig Credit Union will provide a credit union logo and banner when necessary.
9. All sponsored charity, sport club, organizations, education institution or voluntary organisation will have to show proof how Ballincollig Credit Union Ltd was represented (photographs, copies of event brochures/adverts, printed items, copy of article in a newspaper etc.). Please send proof copies to the Marketing/Youth Development Committee of Ballincollig Credit Union or email to admin@bcu.ie

10. Ballincollig Credit Union Ltd reserves a right to use the name of a sponsored organisation and any material for promotional purposes on our website, local papers and presentations and any social media.
11. Upon approval or decline each request, Terms and conditions of the agreed sponsorship will be documented and notified in writing. Example of this would be points 7 to 11 above. Failure to adhere to the terms and conditions could preclude the organization from getting further sponsorship from BCU.
12. The Marketing/Youth Development Committee's decision is final and in the case of the declined sponsorship/donation request a new application can be made for the following financial year. (Appeals can be made to the Board of Directors for approval)
13. In case of approval of the Sponsorship, Donation and Funding Application, A cheque can only be made payable directly to the receiving organisation, not to any individual.