



Community Donations Program (Under \$1,000.00) Guidelines

Purpose

The **Community Donations Program** is designed to support our community-at-large in its efforts to be successful. Carpathia Credit Union's **Community Donations Program** supports both Ukrainian organizations (school, religious, performing arts, and events), and non-Ukrainian organizations and events.

Activities eligible for support include: benefit events, charity and fundraising activities, conferences, seminars, conventions, receptions, graduation gifts, toy purchases, book purchases and office supplies.

Support

- Carpathia Credit Union will give preference to requests
 - from members of Carpathia Credit Union, and/or
 - which support/enhance activities in the Ukrainian Community.
- Support will be to *a maximum of \$1,000*.
- Special projects exceeding this amount *may* be considered from time to time.
- Carpathia Credit Union may – at its discretion – grant requests with promotional materials rather than cash amounts.

Application

- All applicants must complete all parts of the Carpathia Credit Union **Community Donations Program** Application Form.
- All applications must include a cover letter on personal or organizational letterhead.
- Carpathia Credit Union will consider **one project per calendar year** per group/organization.
- Application requests exceeding \$1,000 will be reviewed semi-annually.

Deadline

- Applications will be received throughout the calendar year.
- Applications must be received ***at least three weeks prior to the date of the event***.
- Applications must be delivered by mail or in person to:

Marketing Department
Carpathia Credit Union
3rd floor, 952 Main Street
Winnipeg, MB R2W 3P4



Community Donations Program Guidelines

Who is not eligible?

Requests will *not* be considered from:

- political organizations
- national events (other than credit union system events)
- school yearbooks or similar publications
- **Books, CD's and similar productions produced by groups or individuals for profit other than charitable organizations (2002)**

Decisions

Groups who submit applications will be advised by mail **within one week** of the application being approved.

Terms and Conditions

- Unless otherwise specified, financial support will be made in two installments. The first installment of 50% will be provided up to three months prior to the commencement of the project. The second installment of 50% will be provided upon receipt of the project's post-event report. Applicant's failing to provide a post-event report may not be considered for subsequent donation and/or sponsorship requests.
- Promotional merchandise will be supplied one week prior to the events and a post-event report will be expected within one month, including evidence of recognition of Carpathia Credit Union support.

Acknowledgment of Support

- For support up to \$250: Carpathia Credit Union's name to appear with the credit line.
- For support over \$250: Carpathia Credit Union's logo & name to appear with credit line.
- For support of Carpathia Credit Union promotional merchandise: Carpathia Credit Union name to appear with credit line.

Post-Event Report Requirements

Post-Event Reports are to be received from applications receiving support from Carpathia Credit Union under the Community Donations Program, Community Sponsorship Program, Player Sponsorship Program and the Ukrainian Bilingual Program. Post-event reports are to be received *no later than three (3) months* following the completion of the funded project.



Community Donations Program Guidelines

The post-event report must include:

- An event report (title, date, attendance figures and written description of the event).
- A financial report on the project.
- Copies of all advertising vehicles used to promote / host the project.
- Copies of all acknowledgments of Carpathia Credit Union support.
- A statement of the success of the project.
- Recommendations for improvement of the project for the future.



Community Donations Program Application Form

1. Applicant Information:

Name of Applicant: _____

Address: _____

Postal Code: _____

Telephone: _____ Fax: _____

Contact person and title: _____

Telephone: _____ Email: _____

Is the applicant (group/organization) a member of Carpathia Credit Union: Yes ___ No ___

Member # _____

If No,

- Are 50% of your corporate voting shares held by or in the case of a body corporate without share capital, the majority of its members are made up of persons of Ukrainian origin: Yes ___ No___
- Is your prime aim or objective to advance the interests of the Ukrainian Community, provided the majority of the members of the organization are persons of Ukrainian Origin: Yes ___ No___

Is your group/organization a member of a financial institution other than Carpathia Credit Union: Yes ___ No___

If Yes,

- Please indicate the total amount of business with that financial institution \$ _____

Attachments:

- ___ Brief description of the mission, goals and objectives of the group/organization, activities of organization, services provided, target population, geographic area served and number of people served last year.
- ___ List of Board of Directors and Officers.
- ___ Most recent audited financial statements and annual report.
- ___ Income and expense budgets: Current Fiscal Year ___ Last Fiscal Year ___
- ___ A recent newsletter and brochure.

2. Request:

- Donation amount applied for: _____
- Type of Event: _____ Date of Event: _____
- Anticipated attendance at Event: _____
- Request for promotional merchandise: _____

3. Information:

- Brief description of group/organization: _____

- Brief description of project: _____

- Relevance of project to the Ukrainian Community: _____

- Is your group/organization registered as a charitable organization? Yes ___ No ___
If yes, please provide number: _____
- Does your group/organization have: Board of Directors ___ Executive ___ Trustee ___
- Number of Members in the group/organization: _____

Previous funding received from Carpathia Credit Union:

\$ _____(YEAR) \$ _____(YEAR) \$ _____(YEAR) \$ _____(YEAR)

Terms and Conditions

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- Promotional merchandise will be supplied one week prior to the events and a post event report will be expected within one month, including evidence of recognition of Carpathia Credit Union support.

I/we acknowledge that the Credit Union has adopted policies to protect my/our privacy and that I/we may obtain particulars upon request. Until I/we withdraw my/our consent, I/we hereby consent to the use (by the Credit Union and any of your affiliates or other members of the Canadian Credit Union system) of information provided by me/us or collected about me/us for any use related to the provision to me/us (whether currently provided or prospective) of financial services by you or any of your affiliates or other members of the Canadian Credit Union system.

On behalf of the applicant organization/group named below, I/we hereby irrevocably and unconditionally agree and authorize that Carpathia Credit Union Limited may take photographs of the project or event (in any format) and use them, along with identifying information, in publicity conducted by Carpathia Credit Union, its advertising agencies, or other related parties, without compensation of any kind.

I/we release Carpathia Credit Union Limited, its advertising agencies, or other related parties, from all liability in connection with the use and display of the photographs, and agree to indemnify and hold them harmless from any claims.

This application must be signed by the President, Chairperson, or Treasurer of the organization:

Organization/Group Name: _____

Signature: _____ Date: _____

Title: _____