

Sponsorship and Donation Application

Donation Criteria

How we allocate funds:

The community investment donations committee meets in the last week of each month to consider the written requests that have been received by the required date. The team works within a budget and uses the following guidelines when considering applications:

The request may be approved if the application meets any of the following criteria:

- The project is an activity that will take place within this region and the benefits will be apparent in this region.
- The organisation requesting funds is used/supported by the community and provides services to the youth, aged, disadvantaged and/or needy.
- The application will enhance educational opportunities.
- The recipients have demonstrated an ability to help themselves, rather than depend on contributions from the company.
- The application is for groups who represent their school, community, or region at recognised national or international events/competitions.
- The recipient has limited opportunities to receive other substantial funding.
- The project is not a commercial or business venture.
- The project being funded will deliver sustainable benefits to the community.
- The project will enhance OceanaGold's reputation in the community and is relevant to Social Licence to Operate (SLTO) values.

For an application to be declined, at least one of the following criteria must be applied:

- The application is for an individual.
- There are potential negative reputational impacts to OceanaGold.
- The reputation of the organisation requesting sponsorship/donation does not align with OceanaGold values.
- The project will take place outside the region and will not provide any local benefit.
- The assistance given would be used for a business or commercial venture, including third parties advertising for products and services.
- The applicant has not provided enough detail in the request to enable the company to assess whether the assistance meets criteria for approval or decline.
- The project is deemed to be politically motivated this includes applications by political parties or campaigns.
- The application is for a religious organisation (except in relation to programs offered by the welfare branches of religious organisation e.g. food bank's).
- The applicant already receives substantial funds from elsewhere.
- There could be legal issues involved that could implicate OceanaGold.
- There could be environmental issues involved that are not in line with OceanaGold values.
- The assistance requested is to be used to clear/help clear a debt.
- Granting the request could be seen by the company as obvious favouritism.
- The applicant has made no/little attempt to acknowledge any past assistance from OceanaGold.
- There are not enough funds in the budget.
- The applicant has previously received funding but has not provided receipts as proof of expenditures on the approved activity.
- The request is retrospective.
- No donations will be made towards cash prize money.

How to complete a Sponsorship & Donation application

OceanaGold is pleased to be able to support individuals and groups in our community through in-kind assistance or a donation. These notes are designed to assist you as you complete the application form. The more we know, the easier it is for us to process your request.

Things you should know:

- You must provide a postal address and your telephone number so we can contact you if we need to.
- We require a bank deposit slip. This should be included with your application.
- If you or the organisation you are applying on behalf of are GST registered we will need the GST number.
- You must provide a quote or proof of cost for items you wish to purchase.
- You must provide purchase receipts after your event to show where the donation money has been used, failure to do so will result in us declining future applications.
- We will not consider a donation for events that have passed or for items already purchased and paid for.

How will you acknowledge OceanaGold Waihi?

We would like to know how our assistance will be acknowledged. Here are some possibilities.

- Place the OceanaGold logo on uniforms, equipment, advertising or paperwork. We can provide you with a logo by email.
- Erect signage or borrow some of our core flute signs.
- Mention us in your newsletter or website.
- Acknowledge us at your AGM, prize giving or official opening.
- Name an event, team or competition after OceanaGold.

To allow us to consider your application and process it in a timely manner we need some information about who you are, how we contact you, what the funds will be used for, and how you would acknowledge any assistance we may provide. Please give us as much detail as possible, and make sure you fill in the complete form.

Incomplete forms will not be considered.

1. Contact Details

Name of applicant organisation:
(as it appears on your bank deposit slip)

Postal Address (including postcode):
.....

Email address:

Contact Number: Landline **Mobile**

Contact Person:

Organisations or groups, fill in the following section.

2. Is this application for a group or organisation? Tell us a bit about your group's history and what you do

Type of Organisation:
(sports, education, culture, etc)

Is your organisation GST registered? **NO** **YES** (circle one)

If Yes, provide your GST number:

How long has your organisation been in existence?

How many members/clients? **Number of Staff:** **Number of volunteers:**.....

Where is your organisation based?

What is the main purpose of your organisation?
.....
.....
.....

What programmes and services does your organisation provide?
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.....
.....

3. Requested Amount

Amount application is for: \$.....

Briefly explain what the donation to be used for and when. Attach additional information if required.

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You MUST attach a quote or proof of cost. Have these documents been attached? **NO** **YES** *(Circle one)*

If your application is successful, how will you acknowledge our sponsorship/assistance?

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Have you or the applicant organisation applied for funds from us before? **NO** **YES** *(Circle one)*
 If yes:

Year..... Amount..... Outcome.....

Have you or the applicant organisation applied for funds elsewhere for this activity? **NO** **YES** *(Circle one)*
 If yes:

Organisation applied to: Amount:..... Outcome:.....

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Office Use: <i>(Please circle one)</i>	
Approved	Amount:
Declined	