



## **Sponsorship Guidance Notes**

As a local employer we endeavour to become an integral part of the communities we serve. We have developed an application form, along with these guidelines, to help with the sponsorship process.

Please complete the application form and send to [sarah.cartmill@mvvuk.co.uk](mailto:sarah.cartmill@mvvuk.co.uk).

### **Name of organisation:**

Please state the name of your group, team, charity or the individual applying for sponsorship.

### **Tell us about your organisation and what it does in the community (include association number):**

Please describe what you do by giving us a description of your organisation and what you do in the community. If needed, there is more space at the end of the form to give more information.

### **Contact details (address, email and telephone number):**

The name of one individual who will deal with the sponsorship application, as well as an address, email address and contact telephone number.

### **Area of sponsorship: (e.g. sport, culture, social, science):**

Please explain here for which area (sport/culture/social/science, others) sponsorship is needed.

### **Please tell us about the project sponsorship is required for:**

Tell us about the project, who it will impact and what you want to achieve.

### **Please tell us how the sponsorship money will be spent (kit, materials, costs, etc.):**

Tell us what you will use the sponsorship money for, give us a brief overview of the breakdown of costs.

### **How much is required, and when your project will take place:**

Tell us how much you need, include a breakdown of the separate amounts if you wish to spend the money on more than one thing (we may be able to provide some of the money you are looking for, even if we cannot offer the full amount).

*Any personal data submitted to MVV will be handled in accordance with our Privacy Policy.*



Please use this space to tell us anything else you would like us to consider in assessing your application:

This is your chance to add anything you feel hasn't been covered in the application form.

### **Assessment Criteria**

Please see the criteria below, which we will use when assessing all sponsorship applications.

All the following four criteria have to be fulfilled to qualify for Step 2 assessment:

1. Application is completed, coherent and readable
2. Sponsorship relates to specific needs or projects (not general sponsorship of an association)
3. The sponsored activity or project is within the Dundee and Angus council areas
4. The applicant or project has not received sponsorship in the previous two years

Step 2: We will then take into consideration:

1. Promotion of young people and talents from which the community benefits
2. Organisations which work in cooperative partnerships
3. Innovative and creative projects or activities
4. Contribution of the project or activity to a 'greener' lifestyle
5. Waste management projects or activities including recycling, up-cycling and recovery from waste

This is designed to assist applicants in the application process. Unfortunately, we cannot guarantee sponsorship for all applicants or to pay the full amount requested. But we will endeavour to assess each application form that is sent to us.

Good Luck.

Last updated August 2023.

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