

## Charitable Allocation Application Form

### ORGANISATION / CHARITY / CLUB / COMMITTEE INFORMATION

Organisation Name:	
Organisation/charity Address:	
Contact name:	
Email address:	
Phone number:	
Website/Facebook page:	
Registered charity number:	

### EVENT / ACTIVITY / FUNDING DETAILS

<b>Amount requested in euro (€):</b>		
<b>Amount relates to</b> (tick as appropriate)	Full sponsorship Any donation	Partial sponsorship
<b>Purpose of funding:</b>		
<b>Amount of products request:</b>		
<b>Details of product requested:</b> To include: Which products, how will they be served/ distributed/ stored/ collected?		
<b>Has your organisation/charity received sponsorship from Kepak in the past?</b> (If yes please provide details)		
<b>Is Kepak the main/sole sponsor?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If not, please list other sponsors both potential & confirmed	Potential	Confirmed
<b>Event/activity /funding details</b>		
<b>Is there an opportunity for Kepak employees to participate in the activities of associated sponsorship?</b> If yes, please provide details.		

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KEPAK SPONSORSHIP: Duration / Product Allocation / Funding Recognition

**Please describe in detail how Kepak will be recognised as a sponsor:** (Information on how Kepak's name and logo will be used in signage, print material, organisation/club website, social network events, event launch, banner, event, brochures, testimonial on our website etc?)

## Terms & Conditions

At Kepak, responsibility is one of our core values; we are a responsible employer, who is respectful of our employees and our local communities. We demonstrate this value through our company's People & Communities initiative as part of which we consider funding, sponsorship and donations applications from any organisation/committee/education institution/voluntary organisation /club/society etc. from our members for any worthwhile purpose.

**Our objective:** Kepak will consider the donation of funds/product/sponsorship/activities that will benefit society/local communities, create positive sentiment and reflect the values of our organisation and its employees.

1. Preference will be given to sponsorship, donation and funding requests that:
  - a. Reflect the mission and values of Kepak
  - b. Fulfil a recognised need and benefit society/local communities.
2. All applications will be considered by our Donations Committee must be made at least 30 days prior to the scheduled event/ activity.
3. Requests must be submitted on the official Kepak Donation Application Form and submitted to our People and Communities committee: [charity@kepak.com](mailto:charity@kepak.com)
4. Kepak's Donation Application Form is available to download from [www.kepak.com](http://www.kepak.com) or you can contact Kepak's Head Office on (01) 8015000 and we can arrange for one to be posted to you.
5. Our Donations Committee meet once per quarter to consider applications for donations/sponsorship/funding. There is a limit of one application per organisation per year. Kepak does not guarantee donation/sponsorship/funding year to year. Each organisation shall re-apply for funding on an annual basis. Each application must state how Kepak will be acknowledged/represented through its donation.
6. **Recognition of Sponsorship:** Any sponsored charity/sports club/organisation/committee/club/education institutions/voluntary organisation is obliged to publish where applicable on their website/social media pages (e.g. facebook/twitter) a photograph taken in one of the Kepak offices with a staff member when accepting a cheque/product, etc.
7. **Product donations:** Any product donated for an event/activity must be stored and cooked in accordance with label instruction to safeguard the integrity of the product.
8. Any sponsored organisation must display a Kepak logo and banner during sponsored event/activity. Kepak will provide a relevant logo and banner when necessary.
9. All applicants may be asked to show proof of how Kepak was represented across collateral (photographs/copies of event programmes/brochures/adverts/printed items/copy of article in the newspaper). Kepak kindly requests that the recipient send proof of same to [charity@kepak.com](mailto:charity@kepak.com). Kepak reserves the right to use a name of a sponsored organisation and any material for promotional purposes on our website/local papers/ presentations and any social media.
10. Upon approval or decline of your request for sponsorship/donation/funding, you will be notified in writing (by email or post) at the address provided on the application form. The People & Communities committee decision is final and in the case of the declined sponsorship/donation request next re-application may be made in the following financial year.

I confirm that I have read the sponsorship, donation and funding policy and agree to the terms included therein:

Signature:

Date: