

ANDREW DUNN SPONSORSHIP POLICY

The purpose of this policy is to establish guidelines for approval of sponsorship requests. The policy establishes the framework by which requests will be evaluated and the procedures by which decisions regarding donations will be made.

FUNDING PRIORITIES

In order to achieve our goals to support suicide prevention and mental health education, the Andrew Dunn organization has prioritized our core funding areas:

- Community Support for individuals and groups
- School awards and bursaries
- Mental Health & Wellness Group (Springfield Connections)
- Awareness, Anti-Stigma and Educational Initiatives
- National Mental Health and Suicide awareness and Prevention Conferences

FUNDING ALLOCATION

The Andrew Dunn Committee will establish a charitable donations target in the fall of each year. This target will guide the allocations made by the funding sub-committee. Submissions for funding will be accepted anytime between September and May.

FUNDING REQUESTS

Proposals should include the following information: (see the funding proposal form)

ORGANIZATION

- Contact person's name, title, address, email and telephone number
- Description of the organization's background, objectives, vision, mission, mandate and region (s) in which it operates.
- Partnerships with other organizations

REQUEST

- Details about the project, including objectives and time frames.
- Description of how the community will benefit including long-term benefits.
- The nature and amount of support being sought and overall target funding for the project.
- Current and anticipated contributors and partners to the project.

REVIEW AND APPROVAL PROCESS

All proposals will be forwarded to the Funding Sub-Committee and the requests will be evaluated against the following criteria;

- Falls into one or more of ADO core priorities
- Meets an identified need or augments an existing service
- Is financially viable
- Has the capacity for effective management of the project and organization
- Creates effective partnerships
- Effective recognition opportunities for ADO
- Within the ADO budget allocation for grants

Where the funding allocation is within the guidelines for the funding sub-committee (up to and including \$5,000) a decision will be made within four weeks of receipt of completed information from the requesting body. The funding sub-committee project coordinator will communicate the decision to the requesting party within one week of the decision. Written confirmation will be provided by the project coordinator to the requesting party and to the ADO secretary.

Where the funding allocation request exceeds the authorized amount for sub-committee, the sub-committee will make a recommendation to the general committee membership at the next ADO committee meeting. If a decision must be made prior to the next meeting information can be e-mailed and a decision made. (60% of committee membership is required to vote on a motion)

REPORTING PROCESS

- The organization receiving funding will complete the funding report form either one month following completion of project or if activity is ongoing, by the end of June in the calendar year. (follows ADO activity timeline)
- The funding committee project coordinator will be responsible to follow-up on all approved funding requests

ADO FUNDING REQUEST FORM**December 15, 2017**

Funding requests are accepted from September to May. Please complete this form and email to suemack@mymts.net or post to Andrew Dun.org , Box 89 Oakbank, MB R0E 1J0. If you have questions please email Sue or phone 204-444-5120.

Name of Applicant	
Mailing Address	
Email	
Phone	
Name of Organization	
Description of Organization: Include information about the purpose of the organization, vision and mission, mandate and catchment area, partnerships	
Project Description: Objectives and Time Frame	
Expected Results, short and long term	
Amount of funding requested from ADO	
Partnerships: Nature of support being sought and overall target funding.	
Date Submitted	
Signature	