



THANK YOU!

Thank you for your interest in supporting Brantwood Community Services by hosting a third party fundraising event. We truly appreciate the generous support we receive from the local community. This support is invaluable in helping to raise critical funds for equipment, recreation programs and respite services that are not covered by government funding.

At Brantwood Community Services, it is our mission to support people of all abilities to have a life of their choosing. The support of Third Party Special Events is integral to this success. We are extremely grateful for your commitment to making a difference in the lives of the people we support and the families in need of our services.

To assist you in the successful planning of your fundraising event, please read through our **Event Guidelines**. The enclosed **Event Proposal Form** must be submitted for approval prior to publicizing or holding the event.

If you have any questions or would like to discuss your event plans, please contact **Alyssa Munro** at **519.753.2658 ext. 114** or by email at **amunro@brantwood.ca**.

General Guidelines

What the Brantwood Foundation requests of third party event organizers?

- Contact Brantwood to register new events or update us on continuing events. It is important that our organization is aware of all events that are held in support of our programs.
- It is the event organizer's responsibility to communicate to sponsors, participants and the general public that the Brantwood Foundation is not conducting the event, but is the BENEFIARY of the event.

The Brantwood Foundation can provide the following assistance, once your event has been approved:

- Advice on event planning.
- Attendance of a Brantwood Foundation representative, when appropriate or available.
- Event listing on our website and social media outlets, internal Brantwood advertising.
- A support letter that validates the authenticity of the event/organizer, from date of issue until the event is complete.
- Limited supplies, such as Brantwood brochures, as appropriate and available.

The Brantwood Foundation cannot provide the following:

- Funding or reimbursement for event expenses.
- Donor or sponsor lists.
- Guaranteed attendance of staff or volunteers at your event.

Other Guidelines:

- All third party events require completion and approval of our Brantwood Foundation Event Proposal Form.
- The Brantwood Foundation requests the opportunity to approve the use of our name and/or logo on all advertising and promotional material, print and electronic.
- The Brantwood Foundation name and logo may not be used by a third party/community event on an ongoing basis, unless permission in writing has been granted to the third party by the Brantwood Foundation.
- It is the responsibility of Third Party Fundraiser coordinator(s) to promote their fundraiser. Brantwood cannot provide any promotional or advertising of the fundraiser except through www.brantwood.ca Facebook and Twitter. This includes writing and issuing media releases, requesting media, booking advertising space and/or distributing flyers.
- The Foundation must always be advertised as the beneficiary of proceeds, and not as a presenter, host or sponsor of the event. The Foundation will provide a letter of support to validate the authenticity of your event, if requested
- The event organizer will obtain and pay for all necessary permits, licenses and insurance for the event. If required, and ensure they conform to all government regulations (federal, provincial and municipal).
- All funds/proceeds and tax receipt information, if approved to issue receipts, must be obtained by the Brantwood Foundation within 30 days after the event.

- If the event is cancelled or postponed, please notify the Brantwood Foundation at least one week prior to the event.
- The Brantwood Foundation shall have the right at any time and for any reason to request that the event organizer/Third Party event cease to use the name of the Brantwood Community Services/ The Brantwood Foundation in connection with the event and the event organizer/Third Party shall use its best efforts to comply with such request.
- The Brantwood Foundation reserves the right to refuse or relinquish involvement in any Third Party Fundraiser that does not meet with its approval without any liability or obligation.
- The Brantwood Foundation will not assume any legal or financial liability associated with the fundraising event. The Brantwood Foundation will not fund or reimburse for expenses or be responsible for any financial losses or unsettled accounts should the fundraiser not succeed financially. The Brantwood Foundation will not underwrite or insure any Third Party Fundraiser events.
- The Brantwood Foundation is not responsible for any damage, accidents to persons or property at a third party event.
- Any alterations to any guidelines provided in this agreement, must be made in writing and agreed to by the Brantwood Foundation.
- The Brantwood Foundation has permission to use any photographs or video of Third Party Fundraiser events that have been submitted by the fundraising coordinator, committee or Brantwood Foundation representative for recognition or promotional purposes in any media and territory in perpetuity.
- The Brantwood Foundation will try to accommodate requests for representation or speakers to attend fundraisers that are submitted by fundraising coordinator; however, we cannot guarantee availability.
- All sponsors participating in a Third Party Fundraiser must comply with Brantwood's vision, mission and business practices. The Brantwood Foundation will not approach or solicit donors, sponsors, supporters or corporations on behalf of the Third Party Fundraiser nor will we provide contact or email lists.

Privacy

1. The Foundation is committed to adhering to the requirements of the Federal Privacy Legislation (PIPEDA) and expects that these requirements be adhered to by the fundraising event organizers and associated volunteers.
2. All information obtained and used by the Foundation will be treated with the utmost confidentiality and security.
3. All donors, volunteer and participant personal information is and remains the property of the Brantwood Foundation and shall be collected and used in accordance with our privacy policy.

Tax Receipt Guidelines:

It is very important that you understand the rules of tax receipting BEFORE you plan your event. For further clarification on what can be receipted, you can speak to a Brantwood Foundation representative. It is your responsibility to communicate with donors regarding tax receipts.

As a registered charity, Brantwood Community Services must abide by the rules and regulations developed by the Canadian Revenue Agency. For additional tax receipting information, please contact Brantwood's Fundraising Development Co-ordinator, or visit www.cra-arc.gc.ca.

The Brantwood Foundation will only issue tax receipts for the amount of the actual donations received by our organization. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer. .

The Brantwood Foundation is permitted to/will issue tax receipts to individuals that make a donation without receiving a tangible item or benefit in return. Tax receipts can be provided for donations of \$20 or more.—However, the final decision to issue official tax receipts rests with the Foundation and must be agreed upon prior to the commencement of the event. Please discuss with the Brantwood Foundation the information we require to issue a tax receipt (contact information etc.).

The Foundation can not issue receipts for in-kind or service donations for community events, ticket sales, auction items or event sponsorships. Sponsors or other corporate contributors may be provided with a business letter as proof of contribution. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.

In order to issue tax receipts for 2016, all donor and revenue information must be received within the calendar year.



EVENT PROPOSAL FORM

Please complete this application and submit for review at least 4 – 6 weeks in advance of your fundraising event. Please forward completed forms to: **Alyssa Munro, Fundraising Development Co-ordinator.**
T: 519.753.2658 ext. 114 F: 519.753-5639 E: amunro@brantwood.ca

CONTACT INFORMATION

Company Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Primary Contact Person: _____
Telephone: () _____ Fax Number: () _____
Email Address: _____ Company URL: _____

Logistics Contact (if different from above)

Logistics Contact Name: _____
Telephone: _____ Fax Number: _____
Email: _____

EVENT ORGANIZER INFORMATION

1. Who is organizing this event? Company Organization Individual
2. What is the nature of your business/organization? _____
3. When was your business/organization founded? _____
4. How many employees or members are in your business/organization? _____
5. Please explain your affiliation, inspiration or reason for wanting to support the Brantwood Community Services through a community fundraising event. _____

PROPOSED EVENT INFORMATION

1. Name of Event: _____ Date of Event: _____
2. Location and Address of Event: _____
3. Event Start Time: _____ Event End Time: _____
4. Please describe the nature of this event. (Please attach more information as needed).

5. Has this event been done before? Yes No

If Yes, please tell us when and describe who held the event and summarize the results.

6. What is the target audience of this event? _____
7. What is the projected attendance? _____
8. How will you promote, market and/or sell tickets for this event? _____
9. Will Brantwood Community Services or the event/initiative receive any publicity? Yes No
- If yes, please describe. _____

FINANCIAL INFORMATION

1. Please describe how revenue will be generated (i.e. Pledges, Ticket Sales, Sponsorship, Auctions, Donations, Product Sales, Cause Related Marketing). _____

2. What is the budget for this event: _____
3. Do you require any of the following:
- Gaming License: Yes No
- Liquor License: Yes No

Please note that a Gaming License may be required by Law for any Gaming Event. Please see Terms & Conditions for more information.

4. Projected financial information. Total Revenue: _____ Total Expenses: _____
5. Please state your estimated donation to the Brantwood Community Services? _____
6. Will other charitable organizations benefit from this initiative? Yes No

If yes, please list the other beneficiaries. _____

7. Are you approaching sponsors for your event? Yes No

Please list businesses/organizations being approached for support. _____

BRANTWOOD SUPPORT

1. What support would you like Brantwood Community Services Foundation to provide, if we are able?
 Annual Reports. Quantity: _____ Brochures. Quantity: _____
 Other. Staff / Volunteer at event (day of).
Please specify: _____ Please specify: _____
2. Do you require a member of the Foundation to speak or assist with the community event?
 Yes No
If yes, please indicate for what function the representative is required:
 Speaker Accept Proceeds Meal Guest
 Event Guest Golf Tournament Participant Other: _____
3. Do you require the use of the Foundation logo? Yes No
If yes, how will our logo be used? _____
8. For planning purposes, will the Brantwood Community Services Foundation be required to issue tax receipts? If so:
a. Describe what for: _____
b. Estimated number of receipts: _____

I, _____ agree that the Brantwood Community Services and/or Foundation name and logo are registered trademarks. I agree that a representative of the Brantwood Foundation must approve this proposal and the use of its name and/or logo prior to publicizing or holding this proposed event. I agree that Brantwood Community Services/ The Brantwood Foundation are not liable for any insurance costs. By publicly naming the Brantwood as the beneficiary of our event, I agree to donate the full amount of proceeds raised within 90 days of the event date(s) unless agreed upon otherwise.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Notes: