



**Application Form for Special Project/Promotion
to benefit Guelph General Hospital**

Thank you for your interest in sponsoring a special project or promotional campaign to benefit Guelph General Hospital. Please submit the following proposal form to The Foundation of Guelph General Hospital for approval (115 Delhi Street, Guelph, Ontario N1E 4J4 OR email szinger@gghorg.ca).

Organization: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ Postal Code: _____ Telephone: _____

Email: _____

General Information

• Please indicate below the category that best describes your organization:

Community Business School Service club Employee group Other: _____

• Please briefly describe your special project/promotion, i.e. location, cost to participants, etc.

• Dates event or campaign would begin _____ and end _____.

• Target market (i.e. general public, store customers): _____

Public Relations Information

• Please briefly describe the proposed publicity for your special project or promotion:

• Does your organization intend to use the name and logo of The Foundation of Guelph General Hospital in printed materials and publicity? (Y/N)_____

• If you require artwork for logos, please indicate date by which they are needed: _____.

Financial Information

- Estimated income from the special project/Promotion: \$ _____
- Estimated expenses associated with the special project/promotion: \$ _____
- Estimated donation to The Foundation of Guelph General Hospital: \$ _____
- Anticipated date(s) The Foundation of Guelph General Hospital will receive donation: _____
- Will other charitable organizations also benefit from this special project or promotional campaign? (Y/N) _____
- If yes, please list the other beneficiaries: _____

Request for Support

What support or assistance do you anticipate from the Foundation?

- Publicity materials ie. Logo, photo, copy _____
- Guest speaker _____
- Volunteers _____
- Tax receipting _____
- Other _____

Signed: _____ Date: _____

Please Print Name and Position: _____

**Thank you for your interest in helping the community served by
Guelph General Hospital.**

Please note that all fundraising activities to benefit Guelph General Hospital are coordinated through The Foundation of Guelph General Hospital. If you have any questions concerning this application, please contact Sarah Zinger, Annual Giving, Marketing & Communications Coordinator at 519-837-6440 x3317 or szinger@gghorg.ca.

<p>For Foundation Use Only Date Approved: Signature:</p>

Agreement for Special Project/Promotion to benefit Guelph General Hospital

• _____, the SPONSORING ORGANIZATION, agrees to sponsor a special event/project/promotional campaign from _____, 201__ to _____, 201__ to benefit the Guelph General Hospital.

• The special event/project/promotional campaign shall be described as follows:

• The SPONSORING ORGANIZATION agrees to submit all copy for advertisements, point of purchase materials and other project-related promotional materials to the Foundation and to obtain the Foundation's written permission before production or use. The Foundation expressly reserves the right to final approval on all promotional materials.

• The SPONSORING ORGANIZATION agrees to use only the authorized name and logo of The Foundation of Guelph General Hospital in all media and printed materials relating to the special event/project/promotional campaign.

• The SPONSORING ORGANIZATION agrees to underwrite all costs of the special project/promotional campaign or to secure such underwriting. No costs shall be incurred by The Foundation of Guelph General Hospital unless otherwise agreed in writing prior to the special project/promotional campaign.

• The SPONSORING ORGANIZATION guarantees a minimum donation of \$ _____

• The Foundation of Guelph General Hospital agrees to provide the SPONSORING ORGANIZATION with recognition commensurate with the level of giving as set forth in the Donor Recognition Policy.

• The SPONSORING ORGANIZATION agrees to handle all monetary transactions for the special project/promotional campaign and to present the proceeds to The Foundation of Guelph General Hospital in a timely manner following the special project/promotional campaign.

• The SPONSORING ORGANIZATION agrees to provide all staffing and volunteers for the special project/promotional campaign unless otherwise agreed in writing.

• The SPONSORING ORGANIZATION agrees to use its own mailing list for the special project/promotional campaign unless otherwise agreed in writing.

Signed: _____ Date: _____
(Contact Person)

Signed: _____ Date: _____
(The Foundation of Guelph General Hospital Contact)

Please complete this form and the Special Projects Application Form, and forward them to The Foundation of Guelph General Hospital for approval.