



# SEND PARISH COUNCIL

## SPONSORSHIP POLICY AND PROCEDURES

### **POLICY**

Through its Sponsorship Policy the Council aims to give an opportunity for local businesses, clubs, organisations or individuals to provide funds to support projects carried out by the Council which are considered beneficial to the Parish.

The Council will accept sponsorship on the basis that it is unconditional and will not influence any decisions it makes. However if a sponsor is supporting a service, facility or project they can gain publicity from the Council or other such benefits.

### **ELIGIBILITY FOR SPONSORSHIP**

Any local businesses, groups, clubs, associations or individuals from the Parish or those who have an interest in the Parish are welcome to sponsor the Council's projects.

The Council will not accept sponsorship from a political party.

Each offer of sponsorship will be considered on its merits and the Council will decide whether the sponsorship is appropriate or not.

Sponsorship is to be given for specific projects and is not to fund contractual services of the Council.

### **PROCEDURE FOR SPONSORSHIP OR RECEIPT OF A DONATION**

1. Sponsors should confirm the amount they wish to sponsor, in writing to the Clerk and state what benefits they would like to receive from the sponsorship.
2. The Clerk will notify the Council at the next monthly meeting for acceptance of and to approve the terms of the sponsorship.
3. Sponsors will then receive an acknowledgement of their wish to sponsor and will be sent an invoice to be paid along with an agreement to sign.
4. The Council will agree with the sponsor the nature and content of the publicity and will retain the right to approve all advertising material.

***Approved and adopted by the Full Council: 21<sup>st</sup> June 2021***