



MUNICIPALITY OF SWAKOPMUND

OFFICE OF THE CEO

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Application No.:	
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SPONSORSHIP & DONATION APPLICATION FORM

ALL APPLICATIONS FOR SPONSORSHIP/DONATION MUST BE SUBMITTED AT LEAST 60 DAYS (2 MONTHS) PRIOR TO THE SCHEDULED PROJECT OR EVENT.

Applicant Details			
Name: (Individual/Organization)			
Address: (Full address)	Postal Address		
	Residential or Business Address		
Contact person Details			
Name:			
Position held in Organization:			
Cell:		Tel:	
Email:			

Total amount or resources requested			
Amount (N\$)		Resources (List)	

Which sector is your event/request related to? (Please Tick ✓)					
Health		Education		Environment	
Community		Sports & Recreation		Arts & Culture	

Indicate whether there will be entry fee(s) charged, or ticket(s) sold.					
Yes		If yes indicate the Amount	N\$	No	

Project Details *[Name and detail of the project, event, or activity]*

How does it contribute to the community's well-being, prosperity and/or sustainability?

How does it align with Municipality of Swakopmund values?

How will the Municipality of Swakopmund be recognized/benefits for its support?

NOTE:**Preference is given to individuals/groups/organizations that:**

1. Are non-profit and can demonstrate community support & involvement.
2. Are working for the benefit of a wide range of stakeholders, in particular the youth, women, elderly, and the disabled within the community.
3. Can demonstrate how the money or in-kind donations are to be used and the expected outcome of the project/event.
4. Commit to acknowledging the Municipality of Swakopmund's contribution through the placement of various promotional banners, brochures, posters, and the Municipality of Swakopmund's logo on promotional material/clothing.
5. Commit to providing the Municipality of Swakopmund with letters, photos, and press review, that summarize the outcome and benefits of the project/event, within **30 days**, following the date of the event/project where applicable.

Excursions: Council will **NOT** consider nor support the application for:

1. Individuals, groups, organizations, projects, and other activities outside Namibia, or otherwise motivated.
2. Advertising and promotions, including advertising solicited on behalf of another organization.
3. Membership dues or school fees.
4. Reducing or donating the cost of rates and taxes on the municipal accounts.
5. Churches or other religious groups.
6. Labor or political organization or candidates for public office.
7. Corporate/family picnics and cocktail parties.
8. Fraternal associations.
9. Travel funds for trips, tours, or expeditions.
10. Organizations or programs that are sensitive, controversial, harmful, or pose a potential conflict of interest.
11. Professional fund-raisers working on behalf of an organizations.
12. Generic requests that may have been sent to various organizations - the "To whom it may concern" letter.
13. Additional funds for groups and organizations already under a multi-year Commitment.
14. Sponsorship request from groups or individuals who are not residing in Swakopmund and events or programs that are not hosted in Swakopmund and not beneficial to the community or economy of Swakopmund.

Mandatory documents to be attached:

1. The total budget or projected cost of the event.
2. A list of all project contributors, or partners and other sponsors/donor.
3. A list of personnel involved in running the project/event with proof of Swakopmund residency (Election voters' card, Municipal water bill etc.,)
4. Proof of participation/invitation/registration letter.
5. Proof of grants from other sponsors.
6. Quotation for proposed of sponsorship/donation request.
7. Other documents that may support your application.

Declaration

I hereby declare that all the information I have provided on this application form is true and correct to the best of my knowledge. I understand that by submitting this application form does not mean that the Municipality of Swakopmund will sponsor or donate towards the project/event.

Name of Applicant	Signature of Applicant	Application Date

