

LPC SPONSORSHIP POLICY



FOCUS

LPC engages with and helps support the Te Whakaraupō Lyttelton Harbour Basin community in which it operates and Christchurch/Canterbury through several sponsorship initiatives. These range from support (financial or in-kind) for activities that deliver ongoing benefits to specific support for projects, events and initiatives.

LPC currently focuses on providing sponsorship for a range of initiatives:

- Community and environmental initiatives in Lyttelton and the Harbour Basin
- Organisations supporting Christchurch/Canterbury economic development and growth
- Some wider community beneficial initiatives in Christchurch

APPLICATIONS

Applications will **NOT** be considered for:

- Commercial businesses
- Political organisations
- Religious organisations or groups

Funding will **NOT** be given for:

- Operating costs such as administrative costs, wages/salaries,
- Professional fees,
- Commercial documentation such as feasibility studies, business plans, marketing and advertising plans, cost-benefit analysis and economic impact studies.

HOW TO APPLY

Those individuals or organisations seeking sponsorship funding from LPC are required to do so in writing by completing the LPC Sponsorship Application Form on the LPC website.

Applicants are encouraged to provide supporting documentation (e.g., outline of benefits to the individual, to the local community or region, plans, diagrams, brochure outlines and letters of support) with the application to assist LPC in assessing the application.

There are two rounds of funding a year, with submissions for funding to be submitted by each round's deadline.

The application deadlines for the two rounds of funding are:

- 31 July
- 31 January

PROCESSING OF APPLICATIONS

All applications for sponsorship funding will be assessed by LPC following the closure of each of the two funding application rounds. All applicants, whether successful or not, will receive advice in writing from LPC once the sponsorship allocation has been made.

LPC retains absolute discretion over decisions regarding funding and the final funding figure for each application. The LPC decision on applications is final.

APPLICANT OBLIGATIONS

Successful applicants will be required to submit an invoice before any money is paid.

Funds are payable to the applicant and are not transferable to another party. Where appropriate, projects receiving funding will be asked to acknowledge LPC's contribution in some form (e.g. newsletter, brochure, banner, media, social media and event attendance).

After the event, all successful applicants are required to formally report to LPC on the following:

- How the conditions outlined were met
- Specific inputs/outputs and/or outcomes as outlined in the sponsorship agreement have been achieved
- Proof of delivery/success of the event/project, including words, photos and video
- Project evaluation by the organiser, including feedback from attendees

A post-event/project report template will be provided to the applicant when their funding agreement is sent to them. Failure to provide a formal report could jeopardise future funding opportunities.

Any use of the LPC logo must be approved by LPC Communications.