

# COMMUNITY SUPPORT

## Guidelines



### Purpose

Carpathia Credit Union primarily supports the activities of Ukrainian cultural and educational organizations, libraries and museums, cultural and educational events, and projects which will have a positive impact on Manitoba's Ukrainian community.

### Support

- Preference may be given to applications from the membership of Carpathia Credit Union which supports initiatives within our Ukrainian community.
- Support will be given to a maximum of \$5,000 per application. Special projects exceeding this amount may be considered from time to time.
- Projects must be completed within twelve months following approval, unless otherwise approved.
- Carpathia Credit Union will consider only **one project per year, per group/organization**.

### Application Deadlines and Requirements

- Application deadlines are fixed on a quarterly basis during Carpathia Credit Union's fiscal year (October 1 to September 31). Support is dependent upon available funds.
- Applications must be received by the following deadlines for review and consideration: **March 1, June 1, September 1, and December 1.**
- Applications must be received at least six (6) weeks prior to the date of the event or start of project.
- Applicants are required to complete all sections of the provided application form and submit all attachments required, as specified on the application. Only the most current application form will be accepted (Revised: Sept 2015). Incomplete applications will be returned.
- Applications must be delivered by email to [bpetrynko@carpathiacu.mb.ca](mailto:bpetrynko@carpathiacu.mb.ca), or by mail/in-person to:

*Community Support Committee  
Carpathia Credit Union  
3rd Floor, 952 Main Street  
Winnipeg, MB R2W 3P4*

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### Eligibility

- The applicant should be a non-profit organization with either 50% of its shareholders or 50% of its members who are eligible for membership with Carpathia Credit Union.
- The applicant should be a group / organization with a proven history of making responsible use of funds.
- The applicant should be an organization whose project is dedicated to the promotion / enhancement of the Ukrainian community locally.

### Who is not eligible?

Requests will **not** be considered for:

- International/National/Provincial/Civic/Political Organizations
- National events (other than Credit Union system events)
- School yearbooks or similar publications
- Books, CD's, DVD's, films, and similar productions by groups other than charitable organizations
- Personal fundraising events/socials
- Travel
- Capital projects

Carpathia Credit Union does **not** provide support to for-profit or personal for-profit projects, salaries, operating expenses, endowments, budget deficits, socials, food, beverages, or touring outside of Manitoba.

### Decisions

Wherever possible, applicants will be advised of Carpathia Credit Union's decision in writing within a month of the application deadline.

### Distribution of Funds

- Upon approval, unless otherwise agreed upon, financial support will be made in two installments:
  - The first installment of 50% will be provided up to three months prior to the commencement of the project.
  - The second installment of 50% will be provided upon receipt of the project's post-event report. *Incomplete projects will be subject to the return of the first installment. (Applicants failing to provide a post-event report will not be considered for subsequent support.)*

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### Acknowledgment of Support

#### Presenter Status

- All advertising material produced in support of initiatives made possible by a support contribution shall contain acknowledgment of Carpathia Credit Union's name and logo.

*Note: Carpathia Credit Union has available formats of the logo (hi-res jpg, eps and pdf) for use by supported organizations.*

#### Advertising

##### Event / Programme:

- For support of \$500 or more, provide a minimum of one half (1/2) page for advertising in the event programme being supported by Carpathia Credit Union (necessary artwork will be provided).
- A minimum of 4 event tickets.
- Carpathia Credit Union name and logo to appear with credit line for all donations \$100 and over.
- For support under \$100 Carpathia Credit Union name to appear with credit line.

##### Brochures/Flyers:

- Carpathia Credit Union name and logo to appear in association with the supported project.

##### Newspaper:

- Newspaper ads must incorporate the Carpathia Credit Union name up to \$100, name and logo over \$100.
- List intended newspapers and number of ads.

##### Television:

- Paid advertising must incorporate Carpathia Credit Union acknowledgment.

##### Radio:

- Radio advertising and /or public service announcements must incorporate Carpathia Credit Union acknowledgment.
- Ticket giveaways and any media promotion should also acknowledge Carpathia Credit Union.
- List stations and frequency if possible.

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### Press Releases:

- Incorporate and associate Carpathia Credit Union name with the supported project.

### Media Conferences:

- Provide acknowledgment for Carpathia Credit Union at location (Carpathia Credit Union to provide signage).
- Provide the opportunity for a Carpathia Credit Union spokesperson to participate in the official ceremonies.

### Site Signage:

- If signage is produced, Carpathia Credit Union, name and logo to appear in association with the supported project.

### Other:

- Carpathia Credit Union will be given first right of refusal to host any media or social event in connection with the project.
- Carpathia Credit Union reserves the right to purchase tickets to events sponsored by same to be used as promotional giveaway items.

## Post-Event Report Requirements

Post-event reports are to be submitted by applicants who were granted and accepted **Community Support** funding from Carpathia Credit Union. Post-event reports are to be received ***no later than three (3) months*** following the completion of the funded event or project.

The post-event report must include (where applicable):

- Event information such as: title, date, attendance figures and written description of the event, a statement of the success of the project, recommendations for improvement of the project for the future.
- A financial report on the project.
- Copies of all advertising vehicles used to promote / host the project.
- Copies of all acknowledgments of Carpathia Credit Union support including press clippings.

Final payment will not be made to any applicant until a complete and satisfactory post-event report has been submitted. Applicants failing to provide a post-event report will not be considered for subsequent sponsorship and/or donation requests.