



Donation & Sponsorship Policy

Our Commitment to the Community

Caisse Desjardins de Notre-Dame-de-Grâce (*Caisse Desjardins* NDG) is dedicated to fulfilling its mission and social commitments by actively supporting a number of initiatives which seek to improve the wellbeing of the community it serves.

Donations and sponsorships play an important part in *Caisse Desjardin* NDG's strategy to reach its goals with regard to social and economic cooperation.

Therefore, our Board of Directors votes for an annual budget geared to support various timely projects which are submitted by community organizations for due consideration. Our policy concerning donations and sponsorships is used as a reference guide for the allocation of funds to various organizations seeking our support.

In handing out donations and sponsorships, *Caisse Desjardins* NDG has chosen to favour community organizations working in the following areas:

- Cooperation
- Education
- Economic Development
- Health and Healthy Lifestyles (sports and leisure)
- Culture
- Environmental Issues
- Humanitarian Projects
- Community Services

Eligibility Criteria

- To be a known association or organization, whether a chartered not-for-profit association (NFPO) or any other group.
- To be a member of *Caisse Desjardins* NDG, or in the case of a shared sponsorship, to be a member of another *Caisse Desjardins*.
- To prove that the beneficiaries of the event or activity reside in the territory served by the *Caisse* and that said event or activity takes place in the territory served by the *Caisse*.
- To ensure that the event or activity reaches the largest number of persons residing in the community.
- To submit with the request for donation or sponsorship a copy of the organization's latest annual report.
- To prove that self-financing goals have been met and that the organization will remain viable in the mid-term.
- To present the project's financial plan and state that the *Caisse* is not the only source of financing.
- To ensure that the *Caisse* will be the only financial institution among the donors and sponsors supporting the event or activity.

IN THE CASE OF A SPONSORSHIP:

- To present the promotional program offered to the *Caisse* or describe the benefits or business opportunities that will result.
- To be part of the *Caisse*'s development objectives.

Non-Eligibility Criteria

- The activity takes place outside the territory served by the *Caisse*.
- The donation or sponsorship request is religious, partisan or political in nature.
- The project concerns only one individual or a very small group within the community.
- The requested amount will be used to subsidise salaries or to reimburse *Caisse* service user charges.
- The donation or sponsorship request is of a private or personal nature (i.e. financing a trip or an excursion).
- The purpose of the activity is to encourage lobbying or militancy, or to redress grievances.
- The event or activity took place prior to the submission of the donation or sponsorship request and/or to the meeting of the Project Evaluation Committee.

Processing of Requests

PROCEDURE WITH REGARD TO THE SUBMISISON OF REQUESTS

To facilitate the processing of requests, the Donation & Sponsorship Request Form needs to be completed and sent in writing by mail, email or fax to *Caisse Desjardins* NDG with enough time for it to complete its evaluation prior to the holding of the event or activity.

The Donation & Sponsorship Request Form is available on the *Caisse Desjardins* NDG website at:

https://www.desjardins.com/fr/votre_caisse/difference/dons.jsp?transit=81530226.

Once completed please send to the attention of:

Ms. Chantal Paul, Director of Communications

Donation & Sponsorship Requests

Caisse Desjardins de Notre-Dame-de-Grâce

5801 Monkland Avenue, Montreal (QC) H4A 1G4

Email: Equipe_communications_CaisseNDG@desjardins.com

Fax: 514- 482-0071

DELAY FOR THE PROCESSING OF REQUESTS

The Executive Committee of the *Caisse* is responsible for conducting a preliminary analysis of requests which are then submitted to the Board of Directors for discussion and approval in the course of its next statutory meeting.

To be eligible for consideration, all requests need to be submitted with all the relevant documents, including those mentioned in the context of this policy.

The delay for analysis and approval of all requests is, at the most, 90 days.