

Funding Request Renewal Application

Eligibility

In order to ensure donations are doing the most good for the community, Diageo requests follow up communication about use of funds donated. As indicated in the original award notice you received, all grant recipients are asked to submit:

- a financial report, together with a short summary of the event with major results and lessons learned, e.g. number of attendees, scholarship recipients.
- 3-5 key photographs from the event

Have you made the above submission from your most recent donation? If yes, please proceed with your application. If no, please stop here and submit the required summary and photographs *before* applying for a renewal of the previously awarded donation.

Please carefully read all guidelines and requirements in order to have your funding request and eligibility application considered. Your signature on additional forms we deem necessary may be required before monies are released for approved donations.

Application Details

- 1. General Information-** Please fill in all the necessary information, including your contact details. This helps us to identify who the project leader is and who we should contact with any inquiries. **Also, provide a copy of an official non-profit organization status letter or the organization's business license.** Finally, we will need a list of the organizations board of directors or governing board.
- 2. Description of the Project** - Please provide us with specific information about the project, including the beneficiaries and the value to the local community.
- 3. Costs and Sponsor Benefits** - Provide a budget for the initiative with as much information as possible to help us determine a funding level. Please detail how funds that may be donated will be used and any benefits (e.g. publicity, speaking opportunities, etc.) that sponsors receive based on funding levels.

- 4. Publicity** - Prior to agreeing to funding, we will need to review and approve your publicity plan. Diageo will be granted access and permission to use photos, quotes, video and advertising, if applicable.
- 5. Diageo Products** – We would appreciate if Diageo products are displayed and served at any event we co-sponsor; including but not limited to prizes or giveaways. A complete product list will be provided to you at the time of the sponsorship approval.
- 6. Waiver of Liability-** Must be signed and returned a week before the event or project.

Final Reports and Payment

- A. Funding** - All checks/wire transfers will be issued within 60 days upon approval of request, unless other forms of payment have been agreed upon. The approved organization will need to complete our New Vendor Packet in order to receive funding through our Diageo USVI payment system. The completion of our New Vendor Packet will only need to be done once. The packet will be provided to your organization upon the approval of your sponsorship request.
- B. Budget** - To keep track of funding allocation and create clarity of spending please use the same budget headings used in your funding application, for example publicity, equipment, etc., for your project budget.
- C. Summary** - At the end of your project, you are required to provide DIAGEO USVI with a financial report with a brief summary of the major outcomes. Diageo USVI needs to receive this report within one month from the date your event/project ends (as indicated in your funding application). Pictures of the event/purchase would also be appreciated.

Donation Request and Eligibility Application

Thank you for considering Diageo USVI for support of your program and purpose. We are committed to giving back to our community in a way that is fruitful for our neighbors and our employees. **The focus areas of our community investments are Responsible Drinking, Education & Workforce Development in engineering, technical trade and hospitality fields, Energy & Environment and Quality of Life & Celebrating Virgin Islands Culture.**

We seek to positively impact these areas through company and employee-led programs and supporting related requests. **Given the nature of our business and our commitment to social responsibility, we concentrate our donations on events and programs that primarily reach adults of legal drinking age, 18 years of age or older.**

We receive numerous requests for donations throughout the year, and all requests are carefully considered. While every effort will be made to accommodate as many as possible, we will not be able to grant all requests due to budgetary limits and program priorities.

To complete your formal request for support, please provide the information indicated in the form below, and return it along with the SPONSORSHIP/EVENT LIABILITY WAIVER AND DISCLAIMER at least 8 weeks prior to your event or project commencing.

Please note, completion of this form is a request only and does not guarantee a donation.

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date: _____

This Organization is (please select one): _____

Are you a Non-Profit 501 c3 Organization and if so, please provide us with the necessary documentation:

YES

NO

Organization Description including number of years/months of operation:

Event/Program Name: _____

Event/Program Contact Name: _____

Contact Cell Phone: _____

Contact Email: _____

Event/Program Date: _____

Event/Program Time: From _____ To _____

Audience Size: _____ Audience Age Range: _____

Event Location/Address: _____

City: _____ State: _____ Zip: _____

Number of Years the Event/Program has been held: _____

Event/Program Sponsor(s)/Underwriter(s):

Description/ Purpose of Event or Project:

How will the event be promoted (TV, newspaper, radio, word of mouth, email, print advertising, etc.)?

Is the event or project a fundraiser? _____ YES _____ NO

If yes, what percentage and to what cause will the proceeds be donated?

Please list the funding levels and / or items your organization is currently requesting and any benefits (e.g. publicity, event signage, speaking opportunities, etc.) that sponsors receive based on funding levels:

Have you previously received a donation from Diageo USVI? ____ YES ____ NO

If yes, when and what amount was given?

What is the deadline for receiving the donation item? (8 weeks minimum)

Date: _____

Signature: _____

Print Name: _____

SPONSORSHIP/EVENT LIABILITY WAIVER AND DISCLAIMER

WHEREAS, _____, with its principal place of business located in: _____, is organizing _____ to be held in _____ on _____ 20____.

WHEREAS, organizers, directors, officers and volunteers associated with the event/festival are requiring or required financial support, in connection with the event/festival.

WHEREAS, the undersigned and/or the organization acknowledge that they will be responsible for their actions and omissions in connection with any matters associated with the event/festival, including specifically, any damage to property or personal injury, and that none of them will act as agents for Diageo USVI.

WHEREAS, in order for the undersigned and/or the organization to avail themselves of the assistance from Diageo USVI, the undersigned and/or group hereby agree to be bound by this waiver and disclaimer,

NOW, THEREFORE, in connection with undersigned's and/or organization's activities at the event/festival, the undersigned and/or the organization release, and waive any claims against Diageo USVI arising from the assistance provided by Diageo USVI or the conduct of the activities of the undersigned and/or the organization's festival/event. In addition, the undersigned and/or organization shall be liable for any actions or omissions of the undersigned and/or the organization which may occur in connection with, or at, the event/festival which may result in injury, loss or damage to property or persons or otherwise. The undersigned and/or organization will indemnify and hold Diageo USVI harmless from and against any and all losses, damage, expenses and claims associated with the event/festival, including reasonable attorneys' fees, except that the undersigned will have no obligation to indemnify Diageo USVI to the extent that any claim of the third party arises solely from the intentional and willful misconduct of Diageo USVI.

This document shall be binding upon the heirs, representatives, successors and assigns of the undersigned and/or the organization shall be construed in accordance with the laws of the Territory of the USVI. If any provision in this document is held to be unenforceable, it is agreed that the remaining provisions hereof shall continue in full force and effect.

Signature: _____

Printed Name _____

Date: _____

Organization: _____

Address: _____

City: _____ State: ____ Zip: _____