



### Fundraising Event/Activity Proposal Form

Thank you for your interest in fundraising for Cope Foundation. It is important that your fundraising event/activity is an enjoyable experience as well as being safe and legal. We ask that anybody organising a fundraising event/activity on behalf of Cope Foundation completes this Event/Activity Proposal Form.

**\*\*Please read Cope Foundation’s Fundraising Guidelines before completing this Proposal Form\*\***

**If you would like to organise a fundraising event/activity in aid of Cope Foundation, you must:**

1. Complete this Fundraising Event/Activity Proposal Form and submit this to Cope Foundation’s Communications and Fundraising Department **at least 3 weeks prior to the proposed event/activity** and await approval.
2. Be 18 years or over (if under 18 years of age, you must have permission from a parent / guardian).
3. Agree to and understand the Terms and Conditions outlined below and in the Fundraising Guidelines.

Completing this Event Proposal Form does not imply authorisation from Cope Foundation to undertake the event/activity on its behalf. Once we have received the form we will contact you to let you know whether or not your event has been approved.

**Please print clearly in BLOCK letters and circle where appropriate.**

#### Personal Details

**Name:** ..... **Address:** .....

**Name of group/company planning event (if applicable):**  
.....

**Short description of the group:** .....

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**Telephone:** ..... **Mobile:** .....

**E-mail:** .....

#### Tell us about your proposed event/activity

**Are there other beneficiaries besides Cope Foundation? *If yes, please provide details and if/how funds will be split:***  
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**Have you formed a committee to help organise this event/activity? Yes\*/ No**  
\*If yes, please provide names & contact details of key members in the space below.



**Name of proposed event/activity:** .....

**Date of event/activity:** ..... **Time:** ..... **Location:** .....

**Estimated no. of participants/attendees:** .....

**Description of proposed event/activity:**  
.....

**Estimated Revenue:** €..... **Estimated Expenses:** €.....

**How do you intend to generate revenue?**

Ticket Sales

Raffle\*

Sponsorship

Street Collection\*

Other

*\*An event which involves collecting money from the public i.e. Street Collection & Raffles will require a permit from An Garda Síochána.*

### Promoting Your Event/Activity

**How will you promote this event/activity?**

Social Media

Posters\*

Media (newspapers & radio)

Website

*Prior approval must be sought from Cope Foundation for any printed materials, advertising or social media associated with the event.*

*Please include further detail here.*

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### Fundraising materials required from Cope Foundation

**We will do our best to provide you with the items you request, however some items are subject to availability. We also ask that you be mindful of quantities as these resources can be costly for us to produce. Please tell us the quantities of each item you require:**

- Sponsorship Cards (30 lines per card):
- Information brochures about Cope Foundation:
- Collection Buckets (with seals):
- Balloons:
- Posters:
- T-shirts: S  M  L  XL



**Terms and Conditions**

Unless insurance cover is previously arranged with Cope Foundation (this request for cover must be made in writing at least 2 months prior to a proposed event), Cope Foundation can accept no liability for any loss, damage or injury caused during the event/activity you undertake. The organisation’s insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your event/activity participants.

The event holder agrees to release Cope Foundation to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of Cope Foundation or its agents.

Cope Foundation reserves the right to terminate the agreement relating to the Event/Activity at any time if it appears that there is a likelihood of the Event Holder failing to adhere to any of the terms and conditions as outlined in Cope Foundation’s Fundraising Handbook.

- Yes, I agree to hold my fundraising event/activity in accordance with the terms and conditions of Cope Foundation’s Fundraising Handbook and all applicable laws.
- Yes, I agree Cope Foundation will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by Cope Foundation prior to release/publication.
- If food is involved in the event, I agree to take care and work to ensure safe preparation, storage and cooking and to follow good hygiene practices.
- Yes, I agree that all publicity for the event, including social media, must be approved by Cope Foundation prior to release/publication.

**Signature of applicant:** .....

**Date:** .....

**Print Name:** .....

**Signature of parent/guardian**

*(if applicant under 18 years of age):* .....

**Print Name:** .....

*We would like to keep you up to date with our work, appeals & campaigns. If you would like to receive further communications from us, please tick here*



# Thank you!



A huge thank you for wishing to organise an event/activity in aid of Cope Foundation.  
We look forward to contacting you regarding your fundraising event/activity.

**Please return completed form to:**  
Communications and Fundraising Department  
Cope Foundation  
Bonnington  
Montenotte  
Cork T23 PT93

Or email a soft copy to [murphy2@cope-foundation.ie](mailto:murphy2@cope-foundation.ie)  
Telephone: 021 4643326/ 021 4643323

**Office use only:**

Received by: ..... Date: .....

Approved by: ..... Date: .....

Sponsorship Card Nos. allocated: .....

Date materials issued: .....

Notes/Comments: .....

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