

**DONATION AND/OR SPONSORSHIP REQUEST FORM**

Date of Application \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Is your Organisation a Registered Charity?      Yes /No

Description of your Organisation including its Mission and major Accomplishments  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**Event Details**

Name of Event or Project \_\_\_\_\_

Date of Event or Start Date for Project \_\_\_\_\_

Location of Event or Project \_\_\_\_\_

Number of years Event or Project has been held \_\_\_\_\_

Short Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What specific aim / impact does your Organisation expect to achieve with this Event?  
\_\_\_\_\_  
\_\_\_\_\_

**Specific type of Request**

Gift Certificate: Amount requested      \$ \_\_\_\_\_

Cash: Amount requested      \$ \_\_\_\_\_

Advertising / Signage: Cost \$, Size and Placement available  
\_\_\_\_\_  
\_\_\_\_\_

## Sponsorship/Donation Investment for Webb Farry

Estimated Number of Participants / Audience / Target Population reach

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Banner and Placement at Event                      Yes / No  
*Please provide details*

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Incorporated in Event Advertising                      Yes / No  
*Please provide details*

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Literature / Programme Distribution                      Yes / No  
*How many and details*

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What other organisations are involved with providing support to this Project?  
*Please provide details*

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Are there any other local Law Firms involved in this Project?  
*Please provide details*

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Are there any known Conflicts of Interest within Webb Farry?  
*Please provide details*

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### Webb Farry Guidelines

Our focus is to contribute to local groups/organisations with fund raising activities within our communities. We hope you will appreciate that we have a limited Donation and Sponsorship Budget and cannot accommodate every request. Please forward your application well in advance of your event or project to allow us time to consider your request. We will review your request as soon as possible and make contact to advise success or otherwise.

**Thank you for your application.**

**Please submit this application to:**

Practice Manager  
Webb Farry Lawyers  
P O Box 5541  
Moray Place  
Dunedin 9058

**or by email to:** [marketing@webbfarry.co.nz](mailto:marketing@webbfarry.co.nz)