

The Society's Constitution and the Master Agreement defining the relationships of the on-site partners, clearly describe Britannia's obligation in directing its staff, facilities and other resources to the benefit of the community. This policy is to reaffirm Britannia's commitment to act as a catalyst for social action and to serve as a supportive resource to worthwhile endeavours in the community. It is also to serve as a framework to assist with decision making in determining support for sponsorship requests.

SPONSORSHIP GUIDELINES

A. Definition

For the sake of simplicity, all forms of supportive relationships provided to individuals, groups and organizations by Britannia are termed "sponsorship". These individuals, groups, or organizations are those not deemed to be part of the legal partnership arrangement of the Britannia Centre.

B. Types of Sponsorship

The following are different ways in which assistance is sought from Britannia its staff and volunteers:

1. Presentation to the Board:
 - request to be placed on the agenda of a Britannia Board meeting and to present an information brief.
2. Letter of support or use of Britannia name as support:
 - request to be provided with a letter from Britannia stating support of a project or position; or use of Britannia name in endorsing a project or position.
3. Formal membership, paid or free of charge:
 - request for Britannia as an organization to join as a signed up member of another organization, movement or project.
4. Subsidized rental
 - request for a reduction in rental charge related to space use.
5. Free space
 - request to be provided free use of space for administrative or program use.
6. Administrative or Personnel Assistance
 - request for help with a project or problem via direct allocation of staff or volunteer time, including programming, consultation, accounting, clerical or other technical assistance.
7. Delegate status
 - request for representation from Britannia in an official capacity with specific obligations and/or responsibilities attached to the role.
8. Financial support
 - request for direct financial help in a project, program or activity although it is important to note that Britannia does not normally provide direct funding to entities not part of the Britannia family of services.

C. Criteria for Support

All requests for sponsorship shall be considered on the basis of the following criteria:

1. Activities will directly benefit or complement programs and services at Britannia and in the community.
2. Activities will directly address identified community priorities in Grandview Woodland and or Strathcona.
3. The group or individual requesting support and their proposed activities are non partisan.
4. The group or individual requesting support has been previously endorsed by Britannia.
5. The degree of financial need of the group or individual making the request for support.
6. The request for sponsorship has the support of at least one other Britannia committee, where applicable.
7. The request has been circulated to the Board or a relevant committee prior to the meeting where the request is being considered.
8. The applicant has investigated alternative or additional sources of help prior to or in the process of submitting the request to Britannia.
9. The proposed project, program or activity reflects Britannia's principles of cooperation, coordination, integration, and/or local control.
10. Granting of sponsorship has the potential for reciprocal gain for Britannia.
11. The request has evidence of support from related external bodies in the community.
12. In the case of a financial request alternative kinds of assistance are not appropriate.

D. Minimum Requirements for Sponsorship Approval

From time to time the Britannia Board of Management will set a standard requirements for each type of request for sponsorship. The standard will be reflected in the form of the Assessment Grid.

SPONSORSHIP REQUEST PROCEDURE

A. Financial Requests

1. Requests are submitted in writing to the Finance Committee through the Manager of Administrative Services at least 10 days prior to the Committee's meeting.
2. Financial information pertaining to the project or program, as well as to the organization originating the request, must be provided. Supportive data related to how the request would meet the Criteria for Sponsorship should also be submitted.
3. The Finance Committee will discuss the request and make a recommendation to the Board.

B. Space Use Request

1. Requests for sponsored space use are to be submitted in writing to the Executive Committee through the Manager of Administrative Services. Renewal of sponsorship where there is no change in circumstances related to the previous approval of use, will be dealt with by the Manager of Administrative Services.
2. An opportunity for a presentation to the Executive Committee will be provided regarding the request.

3. The Executive Committee will make a decision which will be conveyed at the earliest opportunity by the Manager of Administrative Services.

C. Other Requests

Other types of sponsorship requests will be submitted to the Executive Committee or Board of Management, preferably after consultation with appropriate committees. The following types of requests can be administered by Senior Management staff if minimum requirements are met:

1. Presentation to the Board,
2. Letter of Support, and
3. Formal. Membership in another organization