Program Information

Overview

Each year, we receive more requests for worthy causes than we can support. Funding is awarded depending on initiative targets, budget, quality of submission, other donations that have been made, etc. Funding is solely at our discretion and subject to annual budget as approved by the board. The following are guidelines meant to help determine which of the many causes that apply for funding receive support from us.

What may be supported

While we do contribute to other causes, our primary focus is on initiatives that benefit youth in the communities in which we live and work. Ideally, we are looking for initiatives that make a long-term impact and activities or events must be linked to at least one of these areas to qualify for support:

- Youth
- STEM Activities or Programs
- Indigenous Culture Activities
- Healthcare Initiatives
- Infrastructure Initiatives

We will consider larger commitments with payments spread to a maximum of 5 years and given the need, we consider requests from non-profit or charitable organizations a higher priority.

What we have to pass on

Because we receive more requests than we can possibly fund, we have developed targets to help guide us on what causes our organization will support. We have also determined that we will pass on the following types of requests and/or costs:

- Form letter appeals
- Incomplete submissions
- Applications received after the event occurs
- Religious organizations or activities**
- Political organizations or campaigns
- Individuals
- Sports Teams
- Clubs
- Class Trips

- Publications / Video Productions
- Event Program Advertising
- Funds to cover debt / deficit
- Previous recipients who neglected to provide post-event information
- Projects ordinarily funded by local, provincial or federal government programs
- Salaries, admin fees or operating expenses
- Travel & accommodations

Guidelines

We encourage applicants to be as detailed as possible. Including the following items will increase chances of successful application:

- Name and description of your organization

- Charitable registration number (if applicable)

- Name of your initiative

- Detailed description of your initiative

- A date and time of event or projected timeline for project

- Who it will impact and how many people

- The needs and issues that your initiative will help address

- Budget, including expenses, ticket sales income and any other potential funding sources

- Contact person and/or key personnel

- The amount being requested

- The recognition to be provided in return for donation

- A list of other sources of funding assistance that have been committed to date. Other examples include other corporate donors, membership fees, government/band funding, Community Development Corporations, etc.)

Other considerations

To make sure that our sponsorships are distributed in a fair and equal way, all submissions are reviewed by our sponsorship committee.

- ✓ Applications must be received at least 10 business days (two weeks) before the event for requests under $5000 and at least 30 days before the event for requests $5000 and up.

- ✓ The budget will be set each year and will be approved by our Board of Directors as part of the regular corporate budgeting process.

- ✓ Requests above $5000 must be approved by our board and require at least 30 days notice before the event takes place.

- ✓ Once the annual budget is spent, the program will be closed for the year and will start again the following year.

- ✓ Requests must be submitted in writing and follow our submission process & guidelines (No form letters)

- ✓ The group or organization receiving donation assistance is responsible for appropriate liability insurance and shall indemnify Optek Solutions against any all liability that may result as a result of the applicable event, program, activity or project.

- ✓ We require a post event report from groups or organizations receiving assistance, including photos of the event that can be used by Optek for promotional purposes.

How May Funds be used?

- The funds must not be reinvested or used for any purpose other than stated in the request

- Funds not used within 12 months of the date of request must be returned to Optek Solutions

- The funds must be used directly and must not be channeled through another agency

- Optek Solutions' Controller will be responsible for issuing payments for donations.

How to Apply

Please send all submissions to sponsorships@optek.ca with the subject "Sponsorship Submission".

Once a donation has been approved or denied, a representative of the sponsorship committee will:

- Notify the requester serving as point of contact for organizations and notify of our decision

- Coordinate payment

- Gather any additional info as required

- Send logo/advertisements and following up on any recognition as required

- Receive post event photos and feedback

All requests will receive a response via email or mail, whether request was approved or denied.

Inquiries

Please direct any inquiries you have to info@optek.ca