

## *Fundraising Event/Activity Proposal Form*

Thank you for your interest in fundraising for Horizons. 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 Horizons completes this Event/Activity Proposal Form.

**\*\*Please read Horizons Fundraising Guidelines before completing this Proposal Form\*\***

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

1. Complete this Fundraising Event/Activity Proposal Form and submit this to Horizons 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 Horizons 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): .....

Email .....

Contact number .....

### Tell us about your proposed Event/Activity

Are there other beneficiaries besides Horizons? 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 .....

Description of proposed event/activity .....

Estimated revenue € .....

Estimated expenses € .....

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

- Online fundraising
- 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.*

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

- Social media
- Posters\*
- Media (newspaper and Radio)
- Website

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

**Please include further detail here:**

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We will do our best to provide you with the fundraising materials 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
- Sealed collection buckets
- Balloons
- Posters
- T-shirts  S  M  L  XL

## Terms and Conditions

Unless insurance cover is previously arranged with Horizons (this request for cover must be made in writing at least 2 months prior to a proposed event), Horizons 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 Horizons 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 Horizons or its agents.

Horizons 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 Horizons Fundraising Guidelines . All fundraising events/activities organised by Horizons staff members must be approved by the relevant Divisional head.

- Yes, I agree to hold my fundraising event/activity in accordance with the terms and conditions of Horizons Fundraising Guidelines and all applicable laws.
- Yes, I agree Horizons 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 Horizons 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 Horizons prior to release/publication.

Date .....

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

Signature of applicant .....

Print name .....

Signature of parent/guardian  
(if applicant under 18 years of age) .....

Print name .....

*Thank you!*

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

**Please return completed form to:**

Communications and Fundraising Department  
Horizons  
1st Floor, 1D – 1 F,  
The Atrium,  
Blackpool Retail Park,  
Blackpool,  
Cork,  
T23 T2VY

Or email a soft copy to [duanej@horizonscork.ie](mailto:duanej@horizonscork.ie)  
Telephone: 021 4643326

**Office use only:**

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

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

Sponsorship card nos. allocated .....

Date materials issued .....

Notes/comments .....  
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