# Application Form.





## CITC Giving Application Form

**CITC Giving** is the new charitable giving strategy of **Manchester City Football Club**. Focusing on the new Manchester city region, we are inviting applications from local charities or community groups to become one of our Charities of the Year for the 2010/11 season.

CITC Giving is looking for proactive and enthusiastic charities or community groups with which to work and to whom our support can make a real and lasting difference. That support will come in the form of a monetary donation to the charity to fund a specific outcome or project (to a maximum of  $\pounds 25,000$ ), along with player visits and further Club-led publicity.

This application form requires your charity or community group to provide a detailed proposal of how, when and where you would make use of the resources detailed above. Remember, we are looking for projects in which we can make a notable difference to the lives of people in our local community so be creative but also think about the real needs and wants of the community which you serve. Further details are available in the Terms and Conditions at the end of this form.





#### There are 3 ways to apply

- Complete this application form and submit online at www.mcfc.co.uk
- 2 Email your completed application form to citcgiving@mcfc.co.uk
- 3 Print this form, complete and return to **Manchester City FC** at the address given overleaf.

#### The closing deadline for applications is 9th July 2010.

#### **Selection Procedure**

All applications received will be considered by the CITC Giving team, from which a shortlist of charities/community groups will be created. Manchester City fans and staff will be able to vote for the organisation/s they would most like us to support via the Club's website, www.mcfc.co.uk, or staff intranet.

## CITC Giving Application Form

#### **Section 1 Organisation details**

Organisation name:						
Charity registration number:						
Please mark the category which best describes your organisation:						
Aged	0	Children & Youth	0	Disability	0	Education O
Environment	0	Ex-Services	0	Health	0	Hospices O
Hospitals	0	Housing	0	Mental Health	0	Other
Does your organisation have the following (please tick):						
A management committee O				A governing document		
A child protection policy: O			Annual accounts O			
A bank account: O						
Main Contac	t					
First name:				Last name:		
Position:						
Address:				Postcode:		
Daytime tel no	D:					
Mobile tel no:				Email address:		
Website:						

We may, from time to time, contact you with information regarding similar projects. **O Please tick here if you agree that we may keep your details on file.** 

#### What you need to know

The closing date for applications is 9th July 2010. There are 3 ways to apply:

- Complete this application form and submit online at www.mcfc.co.uk
- 2 Email your completed application form to citcgiving@mcfc.co.uk
- Orint this form, complete and return to CITC Giving, Manchester City FC, City of Manchester Stadium, SportCity, Manchester M11 3FF

For help with completing this application, please contact the CITC Giving team on 0161 438 7631

# CITC Giving Application Form

## Section 2

Please describe, in no more than five bullet points, the core work and main aims of your charity/community group:

### **Section 3**

In no more than 300 words please explain, as specifically as possible, how your charity/community group would use a monetary contribution from CITC Giving. Please include an estimate of the grant amount required if possible.

#### **Declaration:**

O Please tick to show that you have read and understood the full T&C at the end of this form.

I have read the application submitted to Manchester City FC and confirm the accuracy of the information it contains.

I understand that submission of an application does not guarantee assistance by Manchester City FC and the CITC Giving project.

**Signed:** (main contact as detailed above)

**Print name:** 

#### **Terms and Conditions**

#### Manchester City FC 'CITC Giving' promotion

- 1. The promoter is Manchester City Football Club (MCFC), also known as 'the Club'.
- Applications for the CITC Giving promotion will be accepted from charities with a registered charity number from the Charity Commission, not-for-profit organisations, organisations receiving voluntary aid (eg. hospices and hospitals) and voluntary organisations.
- **3.** Please note, we are not inviting applications from schools, amateur sports clubs or Scout/Guide groups. Details of further initiatives for these sectors will be announced in the coming months.
- 4. Only one application per registered address of an organisation/charity will be accepted. All applicants must have the consent of the organisation/charity they are applying on behalf of to take part in the promotion.
- 5. Applications are only invited from organisations/charities within the Manchester city region, ie Manchester, Tameside, Bolton, Bury, Stockport, Rochdale, Warrington, Trafford, Salford, Oldham and Wigan.
- 6. All applications must be submitted by one of the following:
  - Completing the online application at www.mcfc.co.uk
  - Emailing the completed application form to citcgiving@mcfc.co.uk
  - Completing a paper copy of the application form, sent to: CITC Giving, Manchester City Football Club, City of Manchester Stadium, SportCity, Manchester M11 3FF
- 7. The closing date for applications is 5pm on 9th July 2010.
- 8. Applications put forward to the shortlisting stage will be chosen by the CITC Giving judging panel, comprising club staff.
- The decisions of the judging panel are final and no correspondence will be entered into.
- 10. The winning organisations/charities will be voted for by Manchester City fans and staff via the shortlist on the Club's official website, www.mcfc.co.uk. Every shortlisted organisation/charity will be notified of their inclusion on the shortlist before polling begins. Please note, Manchester City fans will need to input their Supporter Number to be able to register their vote, with only one vote being allowed per Supporter Number.
- Winning organisations will be contacted no later than 31st July 2010. The number of winning organisations/monetary contributions made will be at the sole discretion of Manchester City FC.
- 12. Winning applicants may have the right to use certain intellectual property rights of Manchester City FC and such rights will be restricted and subject to a strict approval process. All intellectual property will be retained by Manchester City FC.
- **13.** By entering this promotion, you agree to such publicity as required by Manchester City FC, including the use of images and logos.
- 14. Manchester City FC has the right to withdraw an application if it becomes clear that activity proposed on the application form was false or misleading.
- **15.** Manchester City FC has the right to withdraw an application if it becomes clear that evidence supporting the application is found to be false. Manchester City FC shall be permitted to exclude any application at any time at its sole discretion.
- 16. Manchester City FC shall have the irrevocable, assignable right to exercise all current and future rights in applications in any publication or service and in any current or future media worldwide.
- **17.** All organisations/charities applying for a monetary contribution must have a registered UK bank account. Payments cannot be made to personal accounts.
- **18.** The value of any monetary contribution awarded is entirely at the discretion of Manchester City FC.
- 19. Winning organisations must claim their award within the 2010/2011 season. For the purposes of this promotion, the season will begin on 1st August 2010 and end on 31st July 2011.
- 20. If your organisation is granted a monetary contribution, you must keep all receipts for money you spend, as they will be required for monitoring purposes.
- 21. If your project requires building works, no monetary contribution will be awarded without both the approval of Manchester City FC and proof of authorisation from the relevant local authority, as required.