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Description automatically generated with medium confidenceSOP Foundation Sponsorship

Application Form

We are delighted that you are interested in partnering with us to make a positive impact in the areas of Education, Community & Health, Sports, Environment, and Arts & Culture. Please complete this application form with accuracy and thoroughness, as it will help us better understand your organization and your sponsorship needs. Incomplete applications may not be considered.

**Eligibility Criteria**:

1. Applicant organisations must hold valid registration with the appropriate regulatory authorities, such as the Registrar of Societies Malaysia.
2. Organisations are required to be physically based in and actively conducting operations within Malaysia.
3. Demonstrate a clear alignment between your project/initiative and one of the specified pillars (Education, Community & Health, Sports, Environment, or Arts & Culture).
4. Requests for funding may be submitted by organisations or agencies once annually, within a calendar year.
5. Be able to provide necessary documentation, including financial statements and project proposals, if requested.

**General Conditions**:

1. SOP Foundation reserves the right to approve or reject any sponsorship application at its discretion.
2. If your event is held in less than six (6) weeks from the application date, your request will not be considered.
3. If sponsorship is granted, the sponsored funds or resources must be used solely for the purposes outlined in the application.
4. SOP Foundation may request periodic progress reports and financial statements to ensure that the sponsorship is being used as intended.
5. SOP Foundation expects recognition and visibility as a sponsor for supported projects/initiatives as mutually agreed upon.
6. The SOP Foundation logo and branding, if provided, must be used in accordance with our guidelines.
7. SOP Foundation may feature your organisation and its sponsored project/initiative in its promotional materials and on its website, and you consent to this.
8. Completed proposal must be submitted via SOP Foundation’s website or you may mail them to **SOP Foundation, No. 124-126, Jalan Bendahara, 98000 Miri, Sarawak, Malaysia.**

**Required Supporting Documentation:**

1. Registration Certification (ROS/SSM/ROC) with proof of active status (For public schools, only letter head by principal or headmaster is required)
2. Details of the programme/requests (including but not limited to breakdown of expenses and percentage of B40 students at school/list of B40 beneficiaries)
3. Bank statement with addresses corresponding to Registration Certificate
4. Approvals from relevant statutory bodies to conduct the programme / permitting requests for funding.
5. Organisation profile (including Board / Management committees)
6. Photos related to the request or/and of past events
7. Testimonials from past programmes from beneficiaries/sponsors/stakeholders (if relevant)
8. At least 3 quotations to support the amount required (e.g. for any purchases of items or refurbishment services)
9. Any other relevant information to expedite your requests.

|  |  |  |
| --- | --- | --- |
| 1. Organisation Details | | |
| Organisation Name |  | |
| Registration No. |  | |
| Type of Organisation |  | |
| Address |  | |
| Office No. | Mobile No. | |
| Mobile No. |  | |
| Website |  | |
| Major funder of your organisation |  | |
| Geographical scope of your organisation |  | |
| Which type of media do you often use to communicate about your organisation's activities to your stakeholders | Social Media  Newsletter  TV/Radio  Print | Others |

|  |  |
| --- | --- |
| 2. Details of the Proposed Project | |
| Project Name |  |
| Main objective &  Expected Results |  |
| Target group of the proposed project |  |
| Benefits to the target group |  |
| Method of measuring the impact to the target group |  |
| Objective of the project in relation to SOP Foundation’s Key Pillars | Education  Environment  Community & Health  Sports  Arts & Culture |
| Request Type | Monetary  In-Kind  Volunteer Time  Others: |
| |  | | --- | | **Are there plans to communicate about this programme and its sponsors? Please select how you will do this:** | | Press Release  Media Relations services  Annual Report  Video Production  Paid Advertisements  Social Media  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Contact Details | |
| Full Name |  |
| Role in Organisation |  |
| Organisation |  |
| Email |  |
| Bank Details |  |
| Bank Account Number |  |
| Account Name |  |
| Bank Name |  |

**Declaration**:

By submitting this application, I confirm that the information provided is accurate to the best of my knowledge, and I agree to comply with any reporting or accountability requirements associated with the sponsorship, should it be granted.



Note:

Completed proposal must be submitted via SOP Foundation’s website or you may mail them to **SOP Foundation,**

**No. 124-126, Jalan Bendahara,**

**98000 Miri, Sarawak, Malaysia.**