

# Newtown Savings Bank Sponsorship/Donation Request Form

Thank you for your interest in Newtown Savings Bank! Each year we review hundreds of requests for community support, and ask that you follow our submission guidelines to streamline the processing of your request.

## SUBMISSION GUIDELINES

- **Event date and payment due date must be at least 30 days after date of submission**
- **Application must include completed Sponsorship/Donation Request Form and supporting documents**
- **Organization or event should serve one or more of our communities**

All requests will be reviewed on a weekly basis, and you can expect a response from the Bank within 2 weeks of submission. Please note that our decisions are based on a variety of criteria including budget, strategic sectors, geographic location and timing. Our primary goal is to invest in the health of the communities where the Bank does business, and to provide support and financial resources that benefit the following strategic sectors listed in order of priority: 1) Social Services & Affordable Housing initiatives 2) Education 3) Community Economic Development 4) Health & Human Services 5) Arts & Culture

The Bank's communities include **Bethel, Brookfield, Danbury, Hamden, Monroe, Newtown, Oxford, Shelton, Southbury, Trumbull and Woodbury**. There are occasions where the Bank will support out of market organizations that serve the population in our primary communities, or organizations that exist in the towns that immediately surround our primary communities.

Submit your completed application package via email to [Community@nsbonline.com](mailto:Community@nsbonline.com), in person at any of our branch locations, or mail to: Newtown Savings Bank, 39 Main St, Newtown, CT 06470 Attn: Public Relations Dept.

### Please Complete Below

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#### ORGANIZATION INFORMATION

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Street Number/Name

City

State Zip Code

Phone Number \_\_\_\_\_ Tax ID # \_\_\_\_\_

Website Address \_\_\_\_\_ Facebook Page?  Yes  No

Organization Purpose/Description (attach additional information if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### REQUESTOR INFORMATION

Requestor Name \_\_\_\_\_

Requestor Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to Organization \_\_\_\_\_

Requestor relationship to Bank \_\_\_\_\_

Additional Information \_\_\_\_\_

\_\_\_\_\_

**DONATION REQUEST INFORMATION**

What type of donation are you requesting? (check all that apply)

- Event Sponsorship/Advertisement Request - Amount \$ \_\_\_\_\_
- Contribution/Grant - Amount \$ \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**EVENT SPONSORSHIP/ADVERTISEMENT REQUEST**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Expected # of Attendees \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Description (attach additional information if available) \_\_\_\_\_

**Promotional opportunities available with sponsorship – please attach information or complete below**

- Attend event (please describe) \_\_\_\_\_
- Publicity (please describe) \_\_\_\_\_
- Advertisement opportunity -  print  internet (see below to provide additional Ad information)
- Promotional Items (please specify quantity and type) \_\_\_\_\_
- Raffle Donations (please specify value) \$ \_\_\_\_\_
- Other (please describe) \_\_\_\_\_

**Ad Information**

Ad Dimensions: \_\_\_\_\_ pixels/inches wide X \_\_\_\_\_ pixels/inches tall    File Type:  JPEG  PDF  GIF  
 Color  Yes  No    Email to: \_\_\_\_\_ Deadline: \_\_\_\_\_

**CONTRIBUTION/GRANT REQUEST**

Program Name \_\_\_\_\_

Program Description (attach additional information if available) \_\_\_\_\_

Is there opportunity for a press release and/or check presentation?  Yes  No

Additional Information: \_\_\_\_\_

**For Public Relations Department Use Only**

Date Received \_\_\_\_\_  Approved  Declined  Revised \_\_\_\_\_

Notes \_\_\_\_\_