

## Sponsorship and Donation Request Application Checklist

We proudly support our communities around Newfoundland and Labrador, and always welcome new requests for donations or sponsorship. When completing your request or application, please remember to include the following:

### Details about your group or organization:

- Full name of your group/organization
- Contact information, including a contact person, email, mailing address and telephone number
- Confirm if your group is a Canadian registered charity or a non-profit group registered with the Provincial Government of Newfoundland and Labrador
- A brief history of the organization, its purpose, the significance of its work, who your work benefits and the geographic area(s) your group serves

### Information about the project, program or initiative you would like us to support:

- Description of the specific project or program for which funding is requested (including location, date, etc.)
- Which of Hydro's community focus areas your request falls under – safety and mental health, STEM education, environment, social and community well-being, or diversity and inclusion. More information about Hydro's focus areas is available on our website.
- Amount of financial or in-kind investment requested
- Description of sponsorship levels available and corresponding recognition of sponsors, if applicable
- If volunteer opportunities are available for Hydro employees
- Plan for project evaluation and measurement
- Other corporate donors and their levels of support (if available)
- Deadline for investment decision or other key dates

**Submit your application and any supporting information to:**  
**[communityinvestments@nlh.nl.ca](mailto:communityinvestments@nlh.nl.ca)**

*While we accept applications at any time, please note that funding is limited and based on annual budgets (fiscal year is January to December). We recommend that you submit your application as early as possible in advance of your project/event, if possible.*