

MKS-2024-FRM-001_V1.3

CSR & SPONSORSHIP REQUEST FORM

Marketing & Public Relations

Housing Development Corporation Limited
HDC Building, Hulhumalé, Republic of Maldives
Hotline 1516 T +960 335 3535
E hello@hdc.mv www.hdc.mv

Applicant Information:

Name of Organization/Business/ Association/NGO/CSO:

Registration Number:

Contact Person:	Contact No:	Email:
Website:	Address:	Atoll/Island:

Project / Activity Information:

Activity Name:

Activity Location:

Duration for Activity (Starting & Ending Date):

Expected Target Audience:

Objective of the activity:

Type of Request:

Event Partnership

Event Partnership Package:
 Venue Partner
 Hosting Partner
 Official Partner

Sponsorship Request

Requested Amount (MVR):

Account Details:

Bank:

Account Name:

Account No.:

Describe any past association with HDC:

In-kind Services / Goods / Materials

Describe the details of in-kind service / material required:

Declaration

By signing this form and submitting this application form to HDC, you agree:

That information and documents presented are true and correct to the best of your knowledge and belief and you undertake to inform HDC of any changes therein, immediately. That the details above maybe verified by HDC. In case any of the above information is found to be false, untrue, misleading or misrepresenting, the application will be rejected. Any funds, resources of HDC shall not be used to conduct any political activities or communication. In case of partnership/ sponsorship agreement breach, HDC reserves the right to reject any future partnerships or collaborations with the said party.

You have read the Terms of Agreement on Page 2 of this form and agree to abide by HDC 's Sponsorship & CSR Policy.

Date:

Name:

Sign:

*This form is governed by CSR & Sponsorship Policy of HDC. Therein, all requests received shall be approved as per Approval Matrix of the Policy.

For Office Use Only		Form number	<input type="text"/>
Resource Availability	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Received by Name: Designation: Date: Signature	
Details:			
Budget Availability			
Budget Line:			
Budget Remaining:			
<input type="checkbox"/> Within <input type="checkbox"/> Exceed			
Justification for overbudget (If exceeded)			
<input type="checkbox"/> Approved <input type="checkbox"/> Dismissed		Reason:	
Approved by Name & Designation: Date: Signature		Endorsed by Name & Designation: Date: Signature	

*Please submit your proposal and supporting documents with this application form to email: hello@hdc.mv

*Sponsorship funds cannot be deposited to personal accounts

*Refer to Partnership Packages on the Annex 01 of this form to select the most appropriate request

TERMS OF AGREEMENT

Obligations

It is the obligation of both parties to ensure on time delivery of agreed services/ materials highlighted on Annex 01 of the form. The requesting party shall submit a post event report with the details of the activity, its reach, costs, marketing activities and exposure given to HDC.

Trademarks and Materials

Subject to the terms and conditions of this Agreement, the HDC will gain the right to use trade names, logo designs, trademarks, and company descriptions as provided in its marketing materials. These assets may be used in any medium of advertising, promotional products, or marketing materials distributed solely in connection with the requested event. The use materials according to trademark usage guidelines.

Indemnity

Sponsorship by the company is solely independent and HDC will not be responsible for any misconduct, harm and against any claims relating directly or indirectly to, or arising out of any activity, content, material or opinions in relation to the event.

HDC will not be responsible for damage to or loss of property, its employees, contractors, or agents or for personal injury to the employees, contractors, agents, directors, or invitees except to the extent that claims may be solely and directly attributed to willful misconduct or gross negligence of its employers, directors, or officers.

Limitation of Liability

In no event shall either party be liable to the other party for any consequential, incidental, indirect, or punitive damages regardless of whether such liability results from breach of contract, breach of warranties, tort, strict liability, or otherwise.

Term and Termination

HDC may terminate this agreement at any time for any reason. In the event that the HDC terminates this Agreement any materials, equipment, hardware, or software loaned by HDC for the event shall be returned back in place.

HDC may terminate this Agreement for breach of Agreement after giving a written notice specifying the nature of the breach and giving the opportunity to resolve such breach.

Disagreement

In the case of a disagreement at any point, the parties will refer the matter to an independent arbitrator appointed by mutual agreement.

Miscellaneous

This Agreement will supersede any or all prior oral or written forms of understanding between both parties. This Agreement may not be amended or modified except when one or both parties execute amendments in writing and amendments are signed by both parties. This Agreement shall be governed by and executed in accordance with the laws of the Maldives applicable to agreements made and to be performed entirely within the country.

The terms and conditions of this Agreement shall not be divulged to any third party without prior written approval from both parties.

Annex 01: Partnerships Packages for Events in Hulhumalé

BENEFITS FOR ORGANISER	SPONSORSHIP	CSR		
		VENUE PARTNER	HOSTING PARTNER	OFFICIAL PARTNER
Event Space		✓	✓	✓
Pre cleaning		✓	✓	✓
Pre and post cleaning			✓	✓
Electricity (Subject to availability)			✓	✓
Stage (Subject to availability)			✓	✓
Sound (Subject to availability)				✓
Tent (Subject to availability)			✓	✓
Chairs (Subject to availability)				✓
Tables (Subject to availability)				✓
Lights (Subject to availability)			✓	✓
Transport (Subject to availability)				✓
Any other requests by client (Subject to availability)				✓
Est. Monetary Value (Per Day)			MVR 50,000	MVR 80,000
REQUIREMENTS BY HDC				
Organizer must tag HDC & MyHulhumalé on ALL event related post on social media	✓	✓	✓	✓
HDC may capture & share event photos on social media	✓	✓	✓	✓
HDC /MyHulhumalé logo in online and offline marketing materials	✓	✓	✓	✓
HDC /MyHulhumalé logo in all event banner	✓	✓	✓	✓
Event host to mention HDC as a partner during the event & on social media	✓		✓	✓
Place HDC /MyHulhumalé Flags in event area	✓ (unlimited)	✓ (50)	✓ (100)	✓ (unlimited)
Opportunity to speak in event	✓		✓	✓
Free stall / space to HDC *subject to type of event*	✓			✓
Opportunity to include a program of HDC in the event	✓			✓