**Appendix ‘A’**

**FORCE SPONSORSHIP PROCESS**

A staff member/officer contacts the Funding and Partnership Lead to discuss the proposal and together complete the proposal form.

The staff member/officer becomes the Project’s Manager.

The Funding and Partnership Lead will inform the interested organisation that we cannot proceed with the sponsorship.

**The Funding and Partnership Lead**

Will undertakes checks with internal teams to

1. determine whether the sponsor/donor meets ethical and operational requirements;
2. whether there are any associated additional costs to the Organisation linked to the sponsorship;
3. that the appropriate budget approval has been received; and
4. Risk assessments have been completed.

**Faile**

Two-week consultation window.

# **CONSULT/**

# **INFORM**

Procurement

Confirm that the sponsor\donor is not in any tender process to provide goods and services either directly or indirectly to the Organisation, which could be construed by competitors as preferential treatment.

# **CONSULT/**

# **INFORM**

Crime/Fraud Unit

Confirm that nothing is known about the potential Sponsor organisation that could bring the Force/OPCC into disrepute and that individuals associated with the sponsor are not known to us in connection with any offence?

**CONSULT**

**/INFORM**

External partners when needed

e.g. Blue Light Commercial / PoFig, other statutory agencies

To advise and approve sponsorship.

**CONSULT**

**/INFORM**

Joint Legal

Services

To advise and approve sponsorship.

To approve checks and advise.

# **CONSULT/**

# **INFORM**

Head of Finance

To ensure correct accounting process is followed.

To register any monies received and ensure any VAT is incorporated.

**CONSULT/**

**INFORM**

Corporate Communications

To advise and approve sponsorship.

**Pass**

The Funding and Partnership Lead will inform the interested organisation and the Project Manager that we will proceed with the sponsorship.

Joint Legal Services approve the agreement.

Negotiations between the Project Manager, Funding and Partnership Lead and Sponsor to agree sponsor agreement which includes finalising the returns/benefits to the sponsor.

Funding and Partnership Lead updates the Sponsorship register and informs sponsor.

Regular contact is made to keep the sponsor informed throughout the process by the Project Manager and Funding and Partnership Lead

End of Sponsorship: Discuss benefits realisation, ongoing sponsorship / Project Manager completes an end of sponsorship evaluation.