

## CILIP in Scotland (CILIPS) Sponsorship Policy

### Policy Review date (every 2 years): November 2025

This policy gives guidance on what support CILIPS may be able to provide in terms of sponsorship of events. Please read this before making an application for sponsorship, only requests containing all of the information outlined below will be considered.

For the purpose of this policy CILIPS defines Sponsorship as “*material support in return for the rights to a public association with an activity for mutual benefit.*” CILIPS views sponsorship as a business arrangement and not a donation.

One of the ways that CILIPS aims to fulfil our charitable objectives is by making sponsorship available for specific events in Scotland that align with our purpose and mission.

Events can include conferences, courses, workshops or seminars organised in Scotland. Sponsorship may be used to help support an aspect of delivering the event, for example, assistance with speakers fees and / or travel costs, refreshments for delegates, etc. This list is not exhaustive and other forms of support will be considered.

### Conditions of Sponsorship

- The event must be taking place in Scotland and will be both accessible and relevant to CILIPS members
- CILIPS sponsorship must be acknowledged fully, which as a **minimum** will include:-
  - Statement of sponsorship acknowledgement and the inclusion of CILIPS logo in pre-event publicity, advertising, website and event programme.
  - Verbal acknowledgement of sponsorship at the event.

Evidence of compliance with these conditions will be required.

### Sponsorship application checklist

The headings and advice below should help you structure an application. These are the things we require to evaluate your sponsorship application.

- The name of your organisation.
- Your name and contact details, including an email address.
- The title, location and date of your event.
- A brief description of the purpose or focus of the event.
- Who is the intended audience, are there any eligibility requirements for attendance?
- Tell us what support you would like and what you would offer in return for our sponsorship\*.
- Details of all other sponsors / partners.
- The benefits to CILIPS – make sure you highlight the value for money benefits for us.
- When you need a decision from CILIPS.

\***For guidance** in return for CILIPS sponsorship we expect one or more of the following, over and above the minimum acknowledgement specified in the conditions of sponsorship previously listed:-

- Recognition by event speakers;
- One or more free places at the event;
- Inclusion of a CILIPS representative as Chair of a session.

You can email your application to [admin@cilips.org.uk](mailto:admin@cilips.org.uk) and we aim to advise you of the Trustee Board decision within 14 working days.