

Sponsorship

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| First Produced: | 10/12/08 | Authorisation: | Te Kāhui Manukura (TKM) |
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| Review Cycle: | 3-yearly | Responsible: | Manager |
| Applies From: | Immediately | | |

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin

1 Introduction

1.1 Purpose

The purpose of this policy is to provide a standard process and criteria against which requests for Ara Institute of Canterbury (Ara) sponsorship are evaluated before they are approved as part of an annual sponsorship plan, and to ensure appropriate management and regular evaluation of the outcomes of any sponsorship agreements. The process and criteria will ensure alignment with the strategic direction and values of Ara. It will also enable the institute to maximise relationship opportunities, leverage marketing communications and manage risk. An Annual Plan may also determine a particular focus to address strategic requirements.

1.2 Scope and Application

This policy applies to sponsorship by Ara including both the large and small sponsorships. It applies to the development, approval, and maintenance of sponsorship agreements between the institute and stakeholders, and the procedures relating to the ongoing maintenance of those relationships within the context of an annual sponsorship plan. This excludes scholarships.

The plan is the responsibility of Marketing & Engagement Services with whom the corporate budget allocation also sits. Marketing is also responsible for identifying and measuring outcomes of Ara sponsorship arrangements.

It is also acknowledged that opportunities for sponsorship may arise from time to time during a year. Such opportunities should be considered in the context of the sponsorship plan and criteria and any agreed focus areas for that year.

1.3 Formal Delegations

- a The Annual Sponsorship Plan will be endorsed by TKM.
- b Once endorsed as part of the overall plan each sponsorship will be authorised by the Executive Director, AIR.
- c The Marketing & Engagement Manager is responsible for oversight of the sponsorship procedures.
- d Budget that may be allocated to sponsorship sits within the marketing and academic department/division budgets. The colleagues with delegation for the budget are responsible for expenditure once a sponsorship is approved as part of the annual plan.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

1.4 Definitions

- a **Sponsorship:** Sponsorship is a business relationship between a provider of funds, resources, or services and an individual, event, or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment.

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| Related Ara Procedures | Related Ara Policies <ul style="list-style-type: none">• CPP125 Brand Management• CPP309 Contracts Management Policy and Procedure |
| Related Legislation or Other Documentation <ul style="list-style-type: none">• TEC Funding Conditions reacting to inducements – refer https://www.tec.govt.nz/funding/funding-and-performance/funding/funding-conditions-by-year/. | Good Practice Guidelines |
| References <ul style="list-style-type: none">• NZQA Quality Assurance framework | |
| Notes <ul style="list-style-type: none">• Register of current sponsorships is available from the Marketing & Engagement Manager at Ara. | |

2 Principles

- 2.1 Ara undertakes sponsorships that enable it to maximise opportunities for significant relationships that support its vision, goals, and strategies.
- 2.2 All contracts are developed as part of an annual plan, must meet the stated criteria, and be presented in a consistent format in order to compare strategic value.
- 2.3 All contractual arrangements will comply with *CPP309 Contracts Management Policy and Procedures* and require authorisation by the Executive Director, Operations who has delegated authority to ensure compliance with this policy and is responsible for checking that the relevant internal/external and legal requirements are met.
- 2.4 Ara will not enter into any contractual arrangements that would be inconsistent with its strategic directions or put Ara at undue risk.

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3 Associated Procedures for Ara Corporate Policy on: Sponsorship

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| Contents: | 3.1 | Criteria for Sponsorship Approval |
| | 3.2 | Process for Developing and Approving an Annual Sponsorship Plan |
| | 3.3 | Recording of Sponsorships |

3.1 Criteria for Sponsorship Approval

- a Partner organisations must represent an industry or market segment that is of strategic importance to Ara, and proposed sponsorships should align with brand values, and the strategic plan.
- b Partner organisations should have a strong link to the Ara region by way of communities, industries, or business groups. The partner agencies must be deemed credible by Government, the community and Ara stakeholders.
- c Partner organisations must not associate Ara with events or other organisations that could bring Ara into disrepute, or affiliate Ara with any political party.

In addition to the above the following considerations have been taken into account in making recommendations:

- a Recommend decline if the proposed sponsorship is primarily a brand recognition sponsorship e.g., logo placements, signage and mentions in event material.
- b Recommend approve if the sponsorship promotes career outcomes, and /or enhances the learner experience or provides direct recruitment opportunities.

3.2 Process for Developing and Approving an Annual Sponsorship Plan

- a Ara develops and implements an annual sponsorship plan to include both the large and small sponsorships, which it then supports to gain maximum leverage.
- b The plan is the responsibility of Marketing & Engagement Services.
- c Marketing seeks sponsorship proposals from stakeholders, including teaching and non-teaching departments, i.e., proposals may be generated by or through any Ara academic or corporate department.
- d Proposals must demonstrate how the sponsorship meets the criteria for sponsorship approval (Section 3.1) and need to outline all the planned activities such as events, marketing exposure, news media coverage, with a total estimated dollar value equal to or greater than the financial investment required by Ara.
- e The Internal Communications Lead in conjunction with the Marketing & Engagement Manager will evaluate all proposals including those that seek Ara corporate funding as assigned within the approved Marketing budget or are funded through department budgets against the sponsorship approval criteria.
- f The sponsorship plan is submitted to TKM for endorsement.
- g Once the plan is endorsed, the contracts under the plan will be developed.
- h Sponsorship contracts or memorandums of understanding (MOU) are drafted in consultation with or by the relevant senior manager using standard formats.

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- i Sponsorship contracts are then authorised by the Executive Director, Operations. Appropriate legal advice will be sought via the Executive Director, Operations prior to a contract being signed.
- j Marketing is responsible for the measurement and evaluation of outcomes of sponsorship arrangements and will regularly report TKM.

3.3 Recording of Sponsorships

The Marketing & Engagement Manager will hold and maintain a central register of all approved sponsorships contracts.