



Application Guidelines:

Sponsorship and Donation

2024 - 2025

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1. Purpose

These guidelines are designed to ensure the fair and efficient processing of sponsorship and donation applications at Homestyle Bake. Our aim is to support our community while maintaining operational and financial sustainability.

<https://www.homestylebake.com.au/community-support/sponsorship-application/>

2. Definitions

- **Sponsorship:** Is a support arrangement where Homestyle Bake provides bread and bread roll products at a discounted amount, typically 30% off catering price. This allows the sponsored entity to obtain our products at a reduced cost.
- **Donation:** Is a full discount on the invoice, where Homestyle Bake provides bread and bread roll products free of charge to the recipient. This is usually reserved for special cases demonstrating significant community need or impact.
- **Special Requests:** A request which falls outside either the Sponsorship or Donation definition.

3. Monetary Donations:

We receive a high volume of sponsorship requests and are committed to supporting as many customers, non-profits, and community groups as possible within Southeast Queensland. While we are unable to provide monetary donations, we are pleased to offer alternative forms of support, please see 2. Eligible Products.

2. Eligible Products

- **Available Products:** Bread and bread roll products only.
- **Special Requests:** Other products may be considered under special circumstances and must be explicitly requested and signed off on by the Sponsorship Committee.

3. Categories

Sponsorships

Customer Sponsorships:

- Available to existing customers whose account is active and not on a credit stop.
- Up to 30% off on bread and bread roll products up to a reasonable amount based upon account spend and in consideration to other commitments.
- Any other products or further discounts require a special request and approval.
- Delivery of product to be as per normal delivery process.

Non-Customer Sponsorships:

- Available to charities, local community groups, and non-profit organisations.
- Up to 50% off on bread and bread roll products up to a reasonable amount and in consideration to other commitments.
- Collection from the bakery unless alternative arrangements are agreed upon.

Donations

Customer and Non-Customer Donations:

- Available to customers and non-customer organising events which give back to the wider community in a measurable and meaningful way.
- 100% discount on bread and bread roll products up to a reasonable amount. This is usually reserved for special cases demonstrating significant community need or impact.

4. Application Process

Submission:

- All sponsorship applications must be submitted using the Online Application form: [VIEW](#)
- We accept donation proposals throughout the year and aim to respond within 10 business days.
- Applications must be submitted at least 3 weeks prior to the event; we may not be able to accommodate any applications submitted outside of this timeframe.

Review:

- Applications will be reviewed by the sponsorship committee weekly.
- Priority will be given to applications demonstrating significant community impact or charitable purpose.

Approval:

- All Sponsorship and Donation requests will be approved by the sponsorship committee.
- Special requests or non-standard discounts will require additional approval from Sponsorship and Donations Team Leader.

Notification:

- Applicants will be notified of the decision within three weeks of submission.
- Approved applications will receive details on the product collection or delivery arrangements.

5. Payment and Proof of Payment

- All sponsorships must be paid for 5 working days prior to the collection or delivery date.
- Proof of payment must be sent to sponsorships@homestylebake.com.au, orders@homestylebake.com.au and accounts@homestylebake.com.au.

EFT Payments:

- **BSB:** 014 720
- **ACC:** 838 254 311
- **Ref:** Invoice Number

6. Collection and Delivery

Collection:

- All non-customer sponsorships and donations must be collected from our bakery at 85 Warwick Street Toowoomba.
- Collections must take place from Monday to Friday between 8:00am and 2:00pm unless otherwise agreed upon.

Delivery:

- Customers are eligible for delivery as per their normal deliveries.
- For non-customers delivery may be arranged in special circumstances, subject to additional terms and approval.

7. Terms and Conditions

- Sponsorships and donations are subject to the discretion of Homestyle Bake.
- Sponsored products are not for resale.
- Homestyle Bake reserves the right to withdraw or alter sponsorship arrangements at any time.
- A record of all sponsorships will be maintained for audit and review purposes.

8. Funding Exclusions

We won't fund:

- Events and requests with a religious, political, or sectarian purpose
- Personal plights without evidence of community meaning

9. Contact Information

- **Email:** sponsorship@homestylebake.com
- **Phone:** 46875000
- **Address:** Homestyle Bake, 85 Warwick Street Toowoomba 4350