GUIDELINES RELATED TO THE POLICY

COMMUNITY INVESTMENT

The Montreal Port Authority has recently adopted a new community investment policy to encourage positive impacts in three sectors that contribute to Greater Montreal and Contrecoeur's development.

We invite you to submit your application for a donation or sponsorship, taking care to follow the criteria below and include all the information requested. Doing so will enable us to evaluate your project.

Sectors supported

The MPA will **only** evaluate partnership requests for projects with the potential to have a major impact in **at least one of the following sectors**:

- **Socio-economic development of the metropolitan region by:**
    o Creating jobs
    o Enhancing the employability of its citizens
    o Promoting student retention
    o Encouraging entrepreneurship and leadership
    o Addressing the root causes of poverty

- **Education related to marine careers**
    o Projects that raise awareness of marine and port authority careers
    o Training programs
    o Labour market integration initiatives for skilled labour

- **Environment**
    o Awareness
    o Protection
    o Restoration/beautification of natural environments

Administrative criteria

Before submitting your application, please ensure that it **complies with all of the MPA's administrative criteria** for donations and sponsorships.

- The organization has official status and a registration number as a non-profit organization or government agency.

- The activity for which the organization is requesting a donation or a sponsorship will be held on the territory of Greater Montreal, including Contrecoeur territory, or in the province of Quebec.

- The recipient of the request is a group of individuals (not a single individual).

- The organization demonstrates sound management and can provide audited annual financial statements, if necessary, upon request.

- The organization has a board of directors composed mainly of independent members.

- The organization agrees that the MPA may exploit its association with the activity or the organization.

Instructions for presenting your application
Information required

All applications must include the following information:

Administrative information	• Official name of the organization • Charity registration number • Year of registration (date founded) • Brief description/mission of the organization • Name of the applicant, title, phone number, email • Full address of the organization • Website
Project information	• Name of the project • Is this for a donation or a sponsorship? • Description of the project
Criteria	• What sector(s) do(es) the project in question support? • Where will the project take place (region that will benefit or site of the event)? • How many people will participate in or be affected by the project? • What is the expected impact of the initiative? • Is this an ongoing, recurring or new program? (If this is a new program being mounted for the first time, have you already carried out similar projects?) • Do you have any other contributing partners? • What visibility do you provide your partners? • Does the initiative provide an opportunity for MPA employees to participate?
Budget	Please attach a simple budget to your application (amounts and timelines, as needed)
Reports	(DONATIONS) Will you be able to provide a (basic) impact report once the funds have been used? If yes, when (approximate date)? (SPONSORSHIPS) Will you be able to provide a post-event visibility report? If yes, when (approximate date)?

Please note that if your application is accepted, the MPA may request a copy of your more recent financial statements, a list of board members and/or a more detailed budget, as required.

Please ensure that your application is emailed **at lease 60 days before the event date** or the planned start date of the project, to: investcomm@port-montreal.com