ENDOMETRIOSIS AUSTRALIA COMMUNITY FUNDRAISING APPLICATION

Thank you for selecting Endometriosis Australia as your charity to fundraise for! Before you begin organising your fundraising activity, please complete this form and email this to: admin@endoaustralia.org.

Once your application has been approved, we will provide you with an Authority to Fundraise letter. Then you can get started!

# Fundraiser Information

|  |
| --- |
| Title: Mr / Mrs / Ms /Dr/ Prof/ (other) |
| First and last Name: |
| Name and ABN of organisation/business (if applicable): |
| Address: |
| Email: | Phone: |
| I confirm I am 18 years or older | □ YES □ NO |
| Have you donated to, or conducted a fundraising activity/event for Endometriosis Australia in the past? | □ YES □ NO |
| Is public liability insurance (PLI) required for your fundraising activity/event? | □ YES □ NO |
| If yes, has PLI been arranged independently? *Please note all events that require PLI must have this arranged independently before the event is confirmed. No events will be covered on the Endometriosis Australia fundraising policy.* | □ YES □ NO |
| Will any other organisations benefit from your fundraising activity/event? | □ YES □ NO *Please provide details* |

**Fundraising Activity Details**

|  |
| --- |
| Title of proposed fundraiser/event: |
| Date/s and time of fundraiser/event: *(Is this an ongoing campaign, or a one-off event? Please outline the proposed start and end date and time of your fundraising campaign).*  |
| Address/venue of fundraiser or event:  |
| What type of event, fundraising campaign, or donation are you proposing? Please provide a brief outline of your proposed activity.*(Please list the activities which will take place, for example – “hosting a trivia night whereby each person will be charged $20 to attend, with prizes, food and beverages provided by local businesses”)*  |
| Will you be seeking corporate sponsorship? If yes, please specify. *(For example- local businesses, radio, celebrity. Please note that in accordance with Endometriosis Australia’s policies and procedures we do not engage in promotion of our supporters fundraising campaigns or products, and all marketing and promotion will remain the responsibility of our supporters).* |
| How will funds be raised?*(For example- raffle, or auction, donation of % of product sales)*  |
| How much will the event/activity cost(approx.)? |
| What percentage of money raised will be donated to Endometriosis Australia?*We understand that you may only be able to provide us with cost and fundraising estimates. All expenses deducted from monies raised must be fair and reasonable (E.g. no more than 40% of total funds raised).* |
| How much do you hope to raise for Endometriosis Australia (approx.)? |
| Estimated number of people attending, and/or marketing reach of campaign:*(for example- ”150 tickets will be available”, “we have a digital media reach of 50, 000 for promotion of this campaign”)* |

# Advertising and Naming Information

Upon approval of your fundraising campaign, Endometriosis Australia will provide you with our ‘We Support’ and/or ‘Fundraising For’ Endometriosis Australia logo, some pre-approved, evidence-based information on endometriosis and Endometriosis Australia, and a copy of your required authority to fundraise letter.

Please note, that in any advertising and/or naming information, our logo and information must not be changed or altered without prior approval. Please also ensure our organisation name ‘Endometriosis Australia’ is used on all promotional material you create.

# Funding Agreement

# Upon approval of your fundraising campaign, Endometriosis Australia will monitor your donation amounts as advised above. For all fundraising activities that are not registered at our Endometriosis Australia Fundraising page, at endoaustraliafundraiser.org.au, we ask that donations are provided monthly.

Donations may be made via our online donation portal at <https://endoaustralia.org.au>, by cheque, or can be direct deposited as follows:

 Account Name: Endometriosis Australia Pty Ltd

 Bank Name: Westpac

 Bank BSB: 032-007

 Acc Number: 448840

 Reference: FIRST NAME LAST NAME fundraising donation

# Disclaimer and Fundraising Agreement

1. I have read Endometriosis Australia’s Community Fundraising Terms & Conditions (listed below) and I agree to conduct my fundraising event/activity in accordance with these terms and in a manner which upholds the integrity, professionalism and values of Endometriosis Australia.
2. I understand that Endometriosis Australia reserves the right to withdraw approval for the fundraiser/event at any time if there is a likelihood that the activity/event fails to adhere to any of Endometriosis Australia’s Terms of Agreement.
3. I acknowledge that I am in proper physical and mental condition to conduct the fundraising activity/event and voluntarily agree to the risks associated with conducting the activity/event.
4. I have read and I agree to the Policy and, to the maximum extent permitted by law, indemnify Endometriosis Australia, its employees, volunteers and all sponsors from and against all liabilities, claims, damages, suits, costs, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way from the fundraiser/event that is the subject of this application.

**By signing the below, you herby agree to the Fundraising Agreement, Terms and Conditions, and Policy.**

Full Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If under 18 years of age, you will need a parent or guardian to sign.*

# Thank you for applying to become a Community Fundraiser!

Once completed and signed please email this form to admin@endoaustralia.org . An Authority to Fundraise letter will be returned to you, should your application be approved.

Thank you for your support, with your generous support Endometriosis Australia can continue to raise awareness, provide education programs, and fund critical research for Endo Warriors across Australia.

# Community Fundraising Terms & Conditions:

Thank you for considering Endometriosis Australia as a worthy recipient for your community fundraising activities. These guidelines have been prepared to avoid confusion amongst the involved parties by outlining our various obligations under fundraising legislation.

**We ask that you review these carefully prior to completing this “Application to Fundraise” form.**

### Fundraising for Endometriosis Australia

These Terms of Agreement provide the basis for a fundraiser/event to be organised by the Community Fundraiser on behalf of Endometriosis Australia. By signing and returning the Application to Fundraise Form, the Community Fundraiser indicates acceptance of these terms and conditions and there after these terms and conditions will form the basis of any dealings between Endometriosis Australia and the Community Fundraiser in relation to the fundraiser/event.

“Community Fundraiser” means the individual or organisation holding the fundraiser/event for the benefit of Endometriosis Australia.

Community Fundraising activities must be consistent with industry guidelines, Endometriosis Australia values as outlined in the section ‘Donations we cannot accept’, and these Community Fundraising Terms and Conditions.

### Approval

For a fundraiser to be approved, the Community Fundraiser will need to complete and sign the Application to Fundraise form. The Community Fundraiser will be notified in writing if their proposal is successful.

Endometriosis Australia reserves its right to withdraw its approval for the activity/event at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions. The Community Fundraiser accepts that Endometriosis Australia will not be liable for any loss or costs incurred by the Community Fundraiser as a result of withdrawing its approval.

**Authority to fundraise**

Regulation and best practice in Australia dictate that any person or organisation fundraising must have an ‘authority to fundraise’. The Community Fundraiser is not authorised to use Endometriosis Australia as its beneficiary charity until it has received an authorisation letter from Endometriosis Australia.

The ‘authority to fundraise’ will be sent by Endometriosis Australia after:

* we have received a written and signed application from the Community Fundraiser;
* we are satisfied that the fundraiser/event will produce a reasonable return after expenses have been deducted;
* we are satisfied that the fundraising activity aligns to the aims and values of Endometriosis Australia
* we are satisfied the fundraising activity is not high risk.

The fundraiser/event shall be conducted in the Community Fundraiser’s name and is the sole responsibility of the Community Fundraiser. The Community Fundraiser is responsible for all aspects of the fundraiser/event including event organisation, publicity and prizes and compliance with applicable laws and regulations. The Community Fundraiser is expected to understand circumstances as to when a receipt can be issued and the charitable rules and regulations around donations. The Community Fundraiser may fundraise during the approved dates only, and only for the approved event or activity indicated in the Authority to Fundraise letter. If one wishes to extend or change any aspect of their fundraising event or activity, additional approval from Endometriosis Australia needs to be sought.

Endometriosis Australia is not able to take a coordination role in Community Fundraising activities and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Community Fundraiser in the running of the fundraiser/event. If the Fundraiser would like a representative of Endometriosis Australia to attend the activity/event, they should notify Endometriosis Australia as early as possible. Endometriosis Australia cannot guarantee attendance, but we are always able to provide a comment to be read out or a video to be played on our behalf.

**Legal implications**

The event/fundraiser must meet the requirements of relevant State and Territory laws and regulations. The information given to Endometriosis Australia must be available to regulatory authorities on request. Endometriosis Australia does not provide legal advice regarding compliance with these laws and regulations.

**Endometriosis Australia’s reputation**

Because of the nature of our organisation and the high ethical standards under which we operate, there are some events with which we cannot be associated. We cannot endorse some activities, including:

* extreme sports such as parachuting, paragliding or bungy jumping,
* motor vehicle and motor bike racing and activities that involve marine racing unless the Fundraiser provides evidence of public liability insurance to cover themselves and their participants;
* gambling;
* games of chance that do not comply with State legislation;
* activities of a sexual nature; or
* activities that promote harm to self or the environment.

### Insurance

Endometriosis Australia is unable to provide public liability insurance cover to Community Fundraisers. Endometriosis Australia accepts no liability for personal injury, property damage or death arising in any manner from a fundraiser’s activity. Community Fundraisers must make sure that they take out an insurance policy which covers any risk associated with their fundraising activity or event.

### Using the Endometriosis Australia name and logo

Please remember that the event will not be Endometriosis Australia’s event, but an event to raise funds for donation to Endometriosis Australia.

All material with which the Endometriosis Australia name and logo is to be associated must first be approved by Endometriosis Australia.

If the Community Fundraiser wishes to utilise the Endometriosis Australia name and/or logo on any materials or products, the Community Fundraiser must obtain prior permission from Endometriosis Australia.

**References to Endometriosis Australia**

If the Community Fundraiser wishes to refer to or promote Endometriosis Australia, it must refer to Endometriosis Australia as “Endometriosis Australia”.

**Printed Materials**

Any material, pamphlets, brochures or products must be submitted to Endometriosis Australia for approval before a request to use the logo will be granted. All printed material including media releases must be forwarded to Endometriosis Australia for approval prior to being printed or circulated.

**Use of the logo**

Permission to use the Endometriosis Australia logo must be requested and will attract conditions to be negotiated between Endometriosis Australia and the Community Fundraiser, especially if the use of the logo is for marketing activities of the organisation. A minimum amount of donation may have to be guaranteed for activities of this nature.

**Participation of children in a fundraising activity**

Fundraisers are required to adhere to all State and Territory regulations relating to children who participate in fundraising appeals. Different rules apply for children of different ages.

**Finance, records and receipting**

The financial aspects of fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Community Fundraiser and the Community Fundraiser must comply with the relevant State or Territory laws and regulations.

The following is a summary of financial reporting typical of that required from Community Fundraisers which is needed to protect the public interest:

* set-up and maintain proper financial records and accounts which can be audited if necessary;
* provide Endometriosis Australia at the outset with an accurate estimate of expenses and the likely proceeds of the fundraiser/event;
* where necessary/appropriate, set up a separate bank account that mentions Endometriosis Australia’s name. All funds are to be banked into this separate bank account. This account must be closed after the event;
* money raised and details of actual income and expenditure must be returned to Endometriosis Australia within four (4) weeks of the fundraising activity. Once Endometriosis Australia confirms receipt of the funds. A letter of acknowledgement of funds raised (usually for substantial funds received, or for a large event) can be issued upon request; and
* Endometriosis Australia cannot pay expenses incurred, but the Fundraiser can deduct necessary expenses from the proceeds of the event, provided they are properly documented. (Total expenses must be less than 40% of total proceeds).

**Receipts**

Endometriosis Australia can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of $2 or more. The Community Fundraiser must keep a register of all attendees/ supporters eligible for a tax-deductible receipt. Schools, organisations or fundraisers who have collated individuals’ donations cannot receive a tax receipt for the collective donation amount. It is the responsibility of the Community Fundraiser to understand:

* circumstances when a receipt can be issued, and to whom, NB: The following are not tax-deductible: Ticket purchases (e.g. raffle), entry to an event, donations of goods or services, auction purchases, or purchase of a device. Also, no personal tax deductions can be claimed for monies received and/or donated on behalf of-, or by others;
* the legal implications of issuing receipts and the necessity of returning official receipts books (used and unused) to Endometriosis Australia; and
* reconciliation and collection of funds, which needs to be counted/verified and witnessed by a minimum of two people and accurately recorded by the Fundraiser as outlined by charitable fundraising laws and regulations in the relevant state.

**Feedback and Complaints**

Feedback or complaints can be provided to admin@endoaustralia.org.