

# APPLICATION TO FUNDRAISE



Thank you for choosing to support the Illawarra Health and Medical Research Institute (IHMRI) by organising a fundraising event/activity. In order for us to provide the best support possible and to comply with NSW regulations, IHMRI requires you to fill out the below application to fundraise.

Title of proposed fundraising activity

Fundraiser's name organising the activity (individual, organisation, company)

Name:

Street address:

Postcode:

Tel:

Mob:

Email:

Description of event/activity

Purpose and objective of event (e.g. specifically to raise funds for IHMRI, or an annual event for which you select a charity to benefit, researcher or research area)

Target audience:

Expected number of people:

Proposed date/time:

Venue:

How will you be raising funds (Tick all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Total of ticket price | <input type="checkbox"/> \$ ___ per ticket | <input type="checkbox"/> All net proceeds |
| <input type="checkbox"/> Raffles               | <input type="checkbox"/> Sponsorship       | <input type="checkbox"/> Donations        |
| <input type="checkbox"/> Silent auction        | <input type="checkbox"/> Live auctions     | <input type="checkbox"/> Other            |

## Promotion

How will you promote the event/activity?

Wording of IHMRI promotions to be used (e.g. % of ticket sales, proceed/profits of event to be donated to...)

Will you need support / assistance from IHMRI? (advice, literature, representative)

Yes     No

If yes, please specify:

Will the IHMRI logo be used on advertising/promotional materials

Yes     No

(Please be advised, all advertising/ promotional material using the IHMRI name or logo must be approved by IHMRI before use.)

Name of sponsors and/or products promoted (include details of sponsors you have approached or intend to approach as well as sponsors that you have secured)

Have you, or your organisation, previously raised funds for a charitable organisation? (If yes, please state the name of the charity and the type of fundraising)

Yes     No

If, yes, please specify:

**Insurance and risk** (Please detail what risks you perceive with the event/activity and what steps you will take to reduce these risks.)

Will you obtain Public Liability Insurance?

Yes     No

If yes, please specify:

Will any other organisation benefit from the fundraising activity?

No     Yes (If yes, please specify the name of the organisation and the approximate % of funds)

Does your event/activity have any costs associated with it?

No     Yes (please detail your best estimates of costs and refer to the T&Cs around record keeping and expenditure)

Estimated costs: \_\_\_\_\_

I \_\_\_\_\_ (Fundraiser's name) accept the terms and conditions of the Fundraising Guidelines and Agreement. I agree to conduct my fundraising activity \_\_\_\_\_ (name of fundraising activity) in accordance with those terms and conditions and in a manner which upholds the integrity, professionalism and ethos of IHMRI. I have read and I agree to abide by the fundraising rules and guidelines of IHMRI and indemnify IHMRI from and against any claims for injuries or damage arising or from the fundraising activity that is subject to this application.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Fundraising proposal approved

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of IHMRI representative)

Please return this completed document to IHMRI via email or mail:

E: [info@ihmri.org.au](mailto:info@ihmri.org.au) A: Building 32, University of Wollongong, Northfields Avenue Keiraville NSW 2522

## Terms

### Managing and reporting of funds

It is a requirement of the Charitable Fundraising Act 1991 that you keep accurate records of income and expenditure for your fundraising activity.

- Your fundraising event/activity cannot be used for your own direct commercial gain or profit
- The event/activity must have the potential for financial success so that neither the organisers or IHMRI are liable for unpaid expenses
- IHMRI must approve your fundraising budget following discussions with you
- A budget of actual and expenses is required to be submitted to IHMRI after the event. (If the event advertises a portion of ticket sales to be donated to IHMRI then a record of ticket sales is all that is required)

For more information visit [Fair Trading NSW](#)

It is a condition that organisations conducting fundraising appeals for donations only must ensure that expenses payable do not exceed 50% of the gross proceeds (i.e. minimum profit of 50%). This condition would apply to the running of a raffle.

For fundraising activities where there is a supply of goods or services such as an event, the fundraiser must take ALL reasonable steps to ensure that the expenses payable do not exceed a fair and reasonable proportion of the gross proceeds obtained. The aim is to keep expenses at a minimum.

### Legal implications

- The event must comply with best practise guidelines governing your state for charitable organisations
- The organiser must have adequate insurance cover, including at least \$20million of public liability insurance for relevant events
- Ensure your event has relevant permits e.g. council approvals or state trade promotions permits

### Using IHMRI's brand

- IHMRI reserves the right to disallow fundraising activities that do not align with our organisations purpose or values
- Templates can be provided for organisers to use, any custom artwork using IHMRI's logo must be approved
- Wording around your event must be clear that IHMRI is the recipient of these funds and not the event organiser