

Proposal to raise funds for the Garvan Institute of Medical Research



APPLICANT'S CONTACT DETAILS

Title First Name Surname

Organisation's name (if applicable)

Address

Suburb State Postcode

Phone () Fax () Mobile ()

Email

EVENT DETAILS

Name of fundraising event

Proposed date and time

Address of event

Venue name (if applicable)

Description of event

Anticipated number of participants

Target audience

Fundraising strategies
 Ticket sales Raffles Auction Merchandise sales Other

Do you have or will you be seeking Public Liability Insurance for your event/activity? No Yes
(If you already have Public Liability Insurance, please attach documentation)

FINANCIAL DETAILS

Anticipated income

Anticipated expenditure

Will you be giving a percentage of the proceeds to other charities No Yes

If yes please state the name of the organisation and indicate the % for GRF

Will you require assistance from Garvan to process payment / donations No Yes

SUPPORT INFORMATION

Would you like Garvan to assist in promoting your event?

Please tick the outlets through which you would like us to advertise your event. Please note that only events open to the public can be advertised.

Garvan Facebook event page Garvan website (upcoming events page)

PRINTED MATERIAL REQUIRED

Garvan information leaflets Qty: Garvan poster or banner for the event (soft copy)

Garvan donation forms Qty: Garvan receipt books Qty:

General information Specific (choose from options below)

Asthma Alzheimer's disease Anorexia nervosa Breast cancer

Bowel cancer Hearing loss Lupus Osteoporosis

Pancreatic cancer Parkinson's disease Prostate cancer Rheumatoid arthritis

Sjögrens syndrome Type 1 diabetes Type 2 diabetes

Do you intend to use the "Supporting Garvan Research Foundation" logo? No Yes

If yes, please read all Brand Guidelines sent with the logo. Final design is to be sent to Garvan Research Foundation for final approval.

DECLARATION

I,

Accept the terms and conditions of the Garvan Research Foundation Fundraising Guidelines located on the last two pages of this document. I have read and agree to abide by the Garvan Research Foundation Guidelines and, to the maximum extent permitted by law, indemnify Garvan Research Foundation, its employees, volunteers, and all sponsors from and against all liabilities, claims, damages, suits, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way for the fundraising activity/event that is the subject of this application. I also hereby declare that all information supplied for this request, with the intention of raising awareness of Garvan Institute of Medical Research and conducting a fundraising activity for Garvan Research Foundation, is truthful and accurate and that in conducting the fundraising activity/event outlined in this expression of interest form, I am in compliance with all relevant State or Territory laws relating to fundraising.

Applicant Name

Applicant Signature Date

INTERNAL USE ONLY

Approved by Garvan No Yes

Signed Date

Approval pack sent Internet support complete Follow up Entered on database

Requested items sent Supporter ID



TERMS AND CONDITIONS

Are there any financial and administrative responsibilities as a Community Fundraiser?

When you agree to become a Garvan Community Fundraiser, you agree to be responsible for the administration and finances related to the staging or conduct of your activity.

It will be your responsibility to:

- Seek the required permits relating to activities such as raffles, lotteries, auctions etc
- Collect, hold in a secure environment and reconcile the funds relating to any fundraising activities undertaken
- Reconcile the sale of any Garvan related merchandise
- Return any unsold Garvan merchandise that was received as part of your activity
- It is the policy of the Garvan that an event should aim to return 60% of income to the charity. This means that expenditure should remain at no more than 40% of total income. If the latter exceeds 40% the organisers should be able to clearly show where the additional income was required and why (e.g. hire of venue because sponsorship did not reach its target, or ticket sales did not achieve target). This does not apply if your event is not being held specifically to raise money for Garvan but is a company or already existing event
- Pay any invoices relating to your expenses and ensure that they are not to be addressed to the Garvan

Legal implications

- The event must be conducted and conform with the Best Practice Guidelines for Charitable Organisations relevant to your state
- Insurance requirements e.g. Holding a minimum \$20million public liability cover
- The organisers will indemnify the Garvan from and against any claims for injuries or damage arising at or from the activity – Garvan to be noted as an Interested Party
- Obtain other licences required e.g. local council approvals
- When the Garvan authorises your activity, it is recognised as being run to support the Garvan and therefore you, as the organiser, must properly account for all income / expenses incurred as well as ensuring that the activities and actions are appropriate
- The information you supply to the Garvan will also be provided to the relevant government agencies in your state upon request should licences be required.

HOW CAN GARVAN SUPPORT MY ACTIVITY ?

There are certain areas where Garvan can assist your events/initiatives and these include:

- Fact sheets about Garvan and its work
- Receipt books for tax deductible donations over \$2
- Provision of letters/documents verifying you/your organisation as an 'Approved Garvan Fundraising Supporter' to assist you when approaching potential sponsors/supporters;
- Tips for effective and successful fundraising ideas;
- Links to relevant information on fundraising legislation and regulations.

Please note that Garvan cannot provide assistance with:

- Provisions of any Garvan related database for promotion or marketing purposes;
- Prizes for your fundraising activities;
- Applying for relevant permits, licences or insurance covers related to third party activities;
- Garvan staff to run the events;
- Sale of tickets, products or services as part of your initiative;
- Reimbursement of event related expenses;
- Financial contributions to any event related promotional material or equipment.