

**The Haven – Nepean Women’s Shelter Authority to Fundraise - APPLICATION**

The Haven – Nepean Women’s Shelter is grateful for the support of our community and welcomes appropriate fundraising activities. As a fully compliant charity in accordance with the ACNC and applicable state legislations we require all fundraising activities to be registered and approved by our fundraising committee prior to commencement. We welcome your fundraising application by submitting the below details via email to [fundraising@thehaven.org.au](mailto:fundraising@thehaven.org.au). Once approved, we will issue you with an Authority to Fundraise Letter.

**Contact Details**

First Name:	Last Name:
Mobile:	Email:
Postal Address:	
Organisation Name:	
ABN:	Position:
<b>Fundraising Details</b>	
Type of event:	
Name of event:	
Target audience:	
Date & Time:	Location:
Number of people expected:	Fundraising Target:
How will you promote the event:	
Support required from The Haven (if any) i.e. logo, qr code, staff to attend etc.	
<b>Disclaimer</b>	
I have read the terms and conditions that follow this form and attached my public liability policy.	
Signed:	Date:

Yes, please add me to your mailing list so I can get updates on the great work you are doing.

OFFICE USE ONLY

Date Application Received:	Event Approved:
Approved By:	Event ID Number:



Any approved fundraising applications will be subject to the following conditions:

1. Any event/activity/appeal is to be conducted in compliance with the law: The Fundraiser agrees to comply with all relevant laws and regulations with respect to fundraising in Australia, including (but not limited to) State/Territory based fundraising laws and the Australian Consumer Law (set out in Schedule 2 to the Competition and Consumer Act 2010 (Cth)), as well as the Fundraising Institute of Australia Code, and the Australian National Association of Advertisers Code of Ethics. If the Fundraiser undertakes fundraising outside Australia, the Fundraiser must comply with laws in the relevant jurisdiction(s). As a national charity registered with the ACNC, we are required to adhere to each State's fundraising legislation.

2. Expenses and reporting: The intention of The Haven is to utilize all donations and funds raised for the work in the shelter and not to be used on administration costs, therefore the cost of the event/activity should be kept to base costs. The Fundraiser must keep complete and retain accurate records of income and expenditure in relation to the event/activity. At the conclusion of the event/activity the Fundraiser shall provide to The Haven a report setting out the following:

- The total amount raised for the benefit of The Haven and the basis on which this amount has been calculated.
- The amount transferred to The Haven; and
- Any other information about the conduct of the event/activity which The Haven may request from time to time.

Also:

- If tickets are sold for attendance at events and/or for raffles conducted by the Fundraiser as part of the event/activity, the Fundraiser must maintain records of the number of tickets sold, together with their cost and the gross income obtained during the course of the event/activity; and
- If the Fundraiser will sell items by auction, the Fundraiser is to maintain records of the items to be auctioned at the event/activity including the contact details of the successful bidder of each item, and the successful bid amount, and confirmation of the delivery of each item.

3. Payments: The proceeds from fundraising events/activities/appeals carried out by the Fundraiser must be paid into the account of the Fundraiser. This income must be clearly identifiable in the banking and accounting records of the Fundraiser and in accordance with these conditions. The Fundraiser is to transfer the proceeds from fundraising carried out to The Haven, within 7 days of receipt. The funds should be deposited to The Haven's fundraising account, the details of which will be supplied by contacting The Haven via email [fundraising@thehaven.org.au](mailto:fundraising@thehaven.org.au).

4. Receipts: All donors who donate \$2 or more to the fundraising appeal are eligible to receive a tax-deductible receipt. The Fundraiser must collect contact information for all donors who donate \$2 or more who want a tax-deductible receipt and provide that information to The Haven as soon as practicable after collection. The Haven will issue gift receipts directly to donors based on the information provided to The Haven by the Fundraiser.

5. Use of The Haven Logo: The Haven grants the Fundraiser the right to use and reproduce The Haven's name and the logo and marks of The Haven (collectively referred to as The Haven's Marks) in its advertising and promotional material that relate or refer to the event/activity/appeal provided no modification is made to The Haven's Marks.

**Prior to publication, the Fundraiser must obtain The Haven's approval of publication samples of all material produced by or on behalf of the Fundraiser by emailing [fundraising@thehaven.org.au](mailto:fundraising@thehaven.org.au).**

This includes:

- incorporating The Haven's name, The Haven's Marks or any other Intellectual Property owned by The Haven; or
- which in any way refer to or suggest a relationship between the Fundraiser and The Haven,

for written approval, to ensure compliance with The Haven's brand guidelines, please email [fundraising@thehaven.org.au](mailto:fundraising@thehaven.org.au).

6. Supply of goods or services: If the Fundraiser conducts a fundraising appeal involving the supply of goods or services, records of the goods and services supplied must be maintained by the Fundraiser, which (in the case of goods for sale) must include the date and number of units purchased or manufactured, together with their cost, the date and number of units sold and the gross income obtained.

7. Inspection of books: The Fundraiser agrees to allow The Haven to inspect, audit and make copies of any records of income and expenditure and other records relating to the conduct of the appeal. If The Haven wishes to make such an inspection, it will be done during normal business hours and after giving the Fundraiser reasonable notice. If an audit reveals that money raised for the benefit of The Haven has not been paid to The Haven, the Fundraiser will promptly make up the deficiency and pay any costs incurred in the audit.

8. Indemnity: The Fundraiser agrees to indemnify The Haven against damages, expenses, losses or liabilities suffered or incurred by The Haven at any time as a result of the Fundraiser's conduct of the event/activity/appeal.

9. Risk and Insurance: The Fundraiser is responsible for all risks in relation to the event/activity/appeal it conducts. The Fundraiser agrees to effect workers compensation insurance, professional indemnity, and product and public liability insurance, and any other type of insurance at an appropriate level of cover as would reasonably be expected for fundraising appeals of a similar nature.

10. Engagement of employees and/or contractors: The Fundraiser agrees that all employees and contractors engaged by the Fundraiser for the purposes of the appeal will be remunerated fairly and where relevant in accordance with applicable laws and industry-based awards.

11. Termination: This Authority will terminate once all monies raised by the event/activity/appeal have been paid to The Haven and all records of income and expenditure in relation to the event/activity/appeal have been provided to The Haven or at the expiry of the authorization as stated above. The Haven reserves the right to terminate this Authority and the appeal at any time by written notice to the Fundraiser, if The Haven is of the opinion that:

- the event/activity/appeal is not being conducted lawfully;
- the Fundraiser is in breach of the conditions set out in this Authority; or
- allowing the event/activity/appeal to continue may damage the name, goodwill, reputation or interest of The Haven

12. Consequence of Termination: On expiration or termination of this Authority, the Fundraiser must:

- cease to use The Haven's Marks;
- cease to publish or distribute any material that refers to The Haven; and
- immediately pay to The Haven all amounts raised for the benefit of The Haven during the event/activity/appeal.

13. Dispute Resolution: If The Haven at its discretion chooses, a disputes committee will be convened consisting of one representative of each party and determine in accordance with the principles of natural justice any complaint from the public or any grievance expressed by person connected with either party in relation to the conduct of the appeal.

14. Variation: The Haven may vary these conditions by written notice to the Fundraiser if this becomes necessary to:

- a) ensure compliance with relevant laws;
- b) ensure compliance with the conditions of this fundraising authority; and/or
- c) amend the provisions in relation to the use of The Haven's Marks

No other variation of these conditions will be effective unless it is in writing and signed by both parties.

The Haven – Nepean Women's Shelter relies on donations and fundraising to provide our service assisting Women and Children at risk of homelessness or fleeing domestic violence. Your financial support directly supports our services and we truly appreciate your support.

Thank you for your much needed and valued support.

Sharon Levy

Chair

The Haven – Nepean Women's Shelter