



Downs & West Community Support

a ministry of Sisters of Charity Community Care Ltd
ABN: 39 093 448 410

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 Find us on Facebook | Downs & West Community Support

FUNDRAISING GUIDELINES

Downs & West Community Support (DWCS) values all enquiries from individuals, community groups and businesses that will assist us in raising awareness and funds to support our mission of providing pastoral care and practical support to individuals or families who are or have been affected by droughts, floods, natural disaster or other circumstances outside their control.

Any person raising funds for Downs & West Community Support (DWCS) must comply with relevant laws and regulations within each State or Territory. We must approve and authorise all volunteer and fundraising activities that raise money for DWCS. To help us assess whether the event is suitable, we would appreciate you completing an **Application to Fundraise form**.

To assist you in preparing your proposal we ask that you carefully read the following guidelines before completing your Application to Fundraise. If, after reading these guidelines, you believe your proposal meets all the requirements, we would welcome your submission. All Proposals to Fundraise will be reviewed and a decision made within a reasonable time. If your proposal is suitable, we will provide you with a letter giving you **Authority to Fundraise** on our behalf.

Fundraising Guidelines:

- Any fundraising activity undertaken by you to raise funds for DWCS will be conducted by you or your group/committee under your sole responsibility as the applicant.
- **Any use of the DWCS name or logo must be approved by DWCS.** All printed material using the DWCS name or logo must be authorised by DWCS before printing.
- Any promotional material must clearly state that the event is: ***“raising funds for Downs & West Community Support”***. It is not to be referred to as a DWCS event.
- Any property belonging to DWCS, e.g. banners, donation boxes, left over handouts etc must be returned within 10 days of the conclusion of the event. The named person on the application is responsible for the care and return of items and donations.
- Any fundraising activity undertaken must fit within the relevant State or Territory fundraising laws, which, among other things, specify that expenses must not exceed 40% of funds raised. DWCS cannot pay any expenses incurred by you. You are responsible for payment of all expenses in relation to the agreed activity.
- Only DWCS can issue a receipt for money raised on our behalf. If a receipt is required, names and addresses of donors must be recorded and sent to us. Receipts will be issued directly to the donor by DWCS.
- A donation is described as an amount of money given with no expectation of a benefit in return for the amount given. Please be aware that tickets to attend fundraising events, purchase auction items, raffle tickets etc are not donations and therefore not eligible to receive a tax-deductible receipt.
- Details of all Income and Expenditure must be provided to us, together with any receipts in relation to costs associated with the event.
- Funds raised must be reconciled and forwarded to DWCS within 30 days of the completion of the fundraising activity.

- Funds raised, and individual donations can be deposited directly to our bank account. Account details will be supplied with the authority to fundraise. Donations can also be made at any time via our website <https://downsandwestcommunitysupport.org> and will be allocated as funds raised at your event total.
- A representative of DWCS will endeavour to attend fundraising events if required. This is at the discretion of DWCS and dependent on availability.
- Whilst conducting a fundraising activity for DWCS and to protect the DWCS reputation, we expect that you and others assisting you act in a mature and professional manner.
- It is your responsibility to undertake the fundraising activity and to obtain any licences or approvals to operate your fundraising activity from relevant local and state authorities.
- Any person who undertakes a fundraising activity on behalf of a registered charity without authorisation by that charity is acting outside of the law and can be prosecuted.
- We reserve the right to refuse or cancel at any time the granting of a fundraising authority if we believe it is not in the best interests of you or DWCS.

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