

Fundraising Application Form



Thank you so much for your generous action. Your decision to fundraise will mean real impact for children, families, and communities living in poverty. We are so grateful!

Please complete this Application Form and forward it onto our fundraising team at fundraising@baptistworldaid.org.au or mail it to our head office at:

**Peer to Peer Fundraising
Locked Bag 2200
NORTH RYDE NSW 1670**

Once your Application is received, it will be reviewed by our fundraising team and you will be notified of approval within 5 business days. An Authority to Fundraise letter will then be issued and, once received, you'll be able to start your fundraising activity¹.

Please ensure you read our Fundraising Guidelines prior to completing this form.

Event/Coordinator Details:

Full Name: _____

Organisation and Role (if applicable): _____

Date of Birth (if you're under 18): _____

Address: _____

Suburb: _____

State and Postcode: _____

Phone: _____

Email: _____

Website (if applicable): _____

Event/Activity Information:

Name of Event: _____

Date and Time: _____

Venue Name: _____

Venue Address: _____

Suburb: _____

State and Postcode: _____

Size of Event: _____

¹ Please note that we reserve the right to decline an application, or withdraw approval at any time, if it appears there is a likelihood of the fundraiser failing to adhere to any of the terms and conditions laid out in our fundraising guidelines or relevant laws.

Additional Authorities:

Will you have additional people organising this Event with you? Yes No

If yes, please provide their names, contact details, and levels of involvement²:

Purpose and Costs:

If your fundraising activity will incur running costs, you will need to complete a Budget, Income and Expenditure Form which can be downloaded on our fundraising page. Please note that while the maximum percentage of expenses in relation to donation appeals should be no more than 50%³, we recommend that you aim to keep your expenses between 30-40%.

Please provide us with a basic overview of your fundraising goals:

- Primary Purpose:
- Raise funds
 - Raise the profile of Baptist World Aid Australia
 - Introduce new donors to Baptist World Aid Australia
 - Raise awareness about global poverty
 - Other: _____
- Fundraising Focus:
- Middle East Crisis Appeal
 - Hunger Crisis East Africa
 - Vulnerable Children Fund
 - Disaster Action Fund
 - Where Needed Most
 - Other: _____

Total estimated income: _____

Total estimated costs: _____

Estimated final proceeds: _____

Allocation of costs: (Venue hire, catering, advertising etc.) _____

- How will you cover costs?
- I will cover them myself
 - Ticket sales will help cover the costs⁴.
(Please submit a Budget, Income and Expenditure Form at the conclusion of your fundraising activity.)
 - I will receive third party sponsorship to cover the costs. Names of organisations or groups I intend to seek sponsorship from:

 - Other:

² If you don't have final numbers for your team, please let us know by emailing us at fundraising@baptistworldaid.org.au

³ NSW Charitable Fundraising Guidelines (Charitable Fundraising Regulation 2018 (NSW)) mandates that an authorised fundraiser must take all reasonable steps to ensure that fundraising expenses in relation to "donation appeals" do not exceed more than 50%. Variations apply from state to state.

⁴ Please note that Tax-Deductible Receipts cannot be issued for donations made to a raffle, auction, ticket, or to someone who provides a good or service.

How will you collect funds? (Please tick all that apply)

- I will collect donation forms and deliver them to Baptist World Aid Australia
- I will collect donations and deposit a one lump sum into Baptist World Aid Australia's bank account
- I will set up a fundraising page hosted at www.baptistworldaid.org.au
 - Please tick here if you would like help setting up your online fundraising page

Audience/Donors:

How will you contact and invite your attendees?

How will you follow up with people who attended and/or sponsored your event?

Support from Baptist World Aid:

If you would like to request any of the following, please tick the relevant box. Refer to our Fundraising Guidelines for more information.

- A Baptist World Aid Representative at the event
- Use of Baptist World Aid name and logo in marketing and publicity
- Baptist World Aid brochures and resources
- Baptist World Aid donation forms
- Other: _____

Insurance and Legal Matters:

Please refer to our website and download our Fundraising Guidelines for further information.

Do you have insurance (e.g. public liability) for this event? Yes No

If yes, please provide details:

Does this activity require permits from the council or government? Yes No

If yes, please provide details:

Does the activity involve raffles, auctions, or competitions? Yes No

If yes, please provide details:

Will children under the age of 18 be participating in or attending your Event or Activity? Yes No

If yes, please provide details:

Undertaking

I, _____ (Name of Fundraiser) agree to comply with Baptist World Aid Australia's Fundraising Guidelines - which I acknowledge I have read, along with all relevant laws.

When conducting this fundraising activity, I agree to act in a manner that upholds Baptist World Aid Australia's integrity, professionalism, and reputation.

I will take responsibility for all costs associated with this activity and provide an estimated budget outline for consideration.

I will send all Event proceeds to Baptist World Aid Australia within fourteen days of the conclusion of the Event.

(If you are under the age of 18, please have a parent/guardian sign this form on your behalf.)

Signed: _____ Date: _____

Name (or name of parent/guardian if applicable): _____

Phone: _____ Email: _____

Once your event has been approved, you will receive notification by email of your event authorisation and any other relevant information.

Thank you so much for your generous support!