



Motor Neurone Disease Association of WA Inc
Unit 1/184 Raleigh Street
Carlisle WA 6101
Phone: (08) 6186 4133
Web: www.mndawa.asn.au
Email: admin@mndawa.asn.au
ABN 49 312 430 982

Application for Authority to Fundraise

Application is made for authority to fundraise under the charitable collections licence issued to The Motor Neurone Disease Association of WA Inc. (MNDAWA) ("the licence holder") under the *Charitable Collections Act 1946 WA*.

Please note that approval of your application may only be granted when MNDAWA has received a completed and signed application form and is satisfied that the fundraising activity fits in with the aims and purposes of the licence holder.

Once your application has been approved a letter confirming your authorisation to fundraise under our licence will be issued.

APPLICANT DETAILS

Name:

On behalf of:

Address:

Suburb:

Postcode:

Telephone
number:

Email:

DETAILS OF FUNDRAISING ACTIVITY

Name of proposed activity:

Commencement date:

Completion date:

What is the charitable purpose(s) being collected for: *are the funds raised being split between two or more separate charities?*

Details of the proposed fundraising activity: *ie sporting event, quiz night, door knock appeal, ball/gala*
Please include as much detail as possible and a separate page may be attached if required.

How will funds be raised? *ie ticket sales, raffles, auctions, donations, food sales*

How will the activity be promoted?

Name and address details for proposed venue (if applicable):

ACKNOWLEDGMENT

By signing this application I accept and acknowledge the following conditions:

- all fundraising activities must comply with all relevant Australian State and Federal Laws
- where necessary, I/our organisation is responsible for obtaining adequate public liability insurance with respect of the fundraising activity
- where necessary, I/our organisation is responsible for obtaining any relevant permits and/or licences for the purposes of the fundraising activity
- the licence holder is not responsible for payment of any of the costs associated with the fundraising activity
- all monies received must be paid to the licence holder's nominated bank account within 14 days of collection as required by regulation 11(2) of the *Charitable Collections Regulations 1947*
- I/our organisation must provide the licence holder with an accurate record of the income and expenses associated with the activity and copies of receipts and invoices for all expenses within 30 days of the activity if requested
- all advertising and promotional materials used must clearly state that the money and goods are being collected under the authority of the licence holder
- the licence holder's logo is not to be used without written permission by completing a logo user agreement form
- any collection tins or boxes used in the fundraising activity must be sealed, consecutively numbered and clearly state that the money is being collected under the authority of the licence holder
- cash collections are to be counted by a minimum of 2 people in a private, secure place at or immediately after the fundraising activity
- any door to door collections may only be conducted Monday to Saturday between the hours of 9am and 6pm (as required by regulation 14(1) of the *Charitable Collections Regulations 1947*)
- any telephone marketing to solicit donations or market goods to the public may only be conducted Monday to Saturday between the hours of 9am and 8pm (as required by regulation 14(2) of the *Charitable Collections Regulations 1947*)
- collectors participating in any appeal should be issued with and display an identification badge which should indicate the name of the collector, the licence holder and the period that the authority shall remain in force
- no person under the age of 16 years shall act or be permitted to act as a collector
- the fundraiser must keep a record for all monies received and goods sold. The record is to include the name, address and phone number of each person donating
- the fundraising activities cannot be used for personal or commercial gains and all monies collected may only be distributed to the purpose outlined in this application, and
- the licence holder reserves the right to withdraw authority to fundraise under their licence at any time should I/our organisation fail to meet any of the above conditions.

Print name:

Signed:

Date:

Please email your application to website@mndawa.asn.au or post it to us at 1/184 Raleigh Street, Carlisle WA 6101.