

Fundraising Application, Guidelines & Declaration

Thank you for choosing to fundraise for the Kids Plus Foundation.

In order to fundraise for the Kids Plus Foundation, you must complete and return the enclosed:

Fundraising Application Form; and

Fundraising Guidelines,

to Shelley Wood via email to shelley.wood@kidsplus.org.au

If you have any questions or require assistance please contact us on (03) 5223 1475.

Upon receiving this application, the Kids Plus Foundation will review the proposed events and/or activities to ensure they align with the Kids Plus Foundation's purpose and values. If satisfied, the Kids Plus Foundation will issue you with a Sanction to Fundraise Letter or a Rejection of Fundraising Letter. If you receive a Sanction to Fundraise letter, you may undertake the activity or fundraising event as outlined on the Application Form and confirmed in the Sanction to Fundraise Letter.

You must at all times adhere to the Kids Plus Foundation's Fundraising Guidelines. By submitting an Application Form, you agree to adhere to the Fundraising Guidelines.

If the Kids Plus Foundation is not satisfied with the proposed events or activities, the Kids Plus Foundation may reject your application in our sole discretion.

The Kids Plus Foundation Fundraising Application Form

Contact Details	Applicant Name	
	Contact	
	Phone number	
	Email	
Fundraising Event Details	Event/Activity Name	
	Start and End Date	
	Duration	
	Location	
Event Description	Provide a description of the event/activity	
Risk Identification	Please provide a list of any potential risks	

Fundraising Guidelines

1. GENERAL

- (a) The Kids Plus Foundation Limited (“**Kids Plus Foundation**”) welcomes individuals, groups and organisations who wish to facilitate events and activities with the purpose of raising funds for Kids Plus Foundation (“**Fundraising Activities**”).
- (b) To ensure the Kids Plus Foundation complies with all associated laws and regulations, it is important that the following Fundraising Guidelines are adhered to by Fundraisers. Fundraiser(s), for the purposes of these Guidelines and the associated Fundraising Application Form, means the third party individual, group, or organisation hosting Fundraising Activities (“**the Fundraiser**”).
- (c) Once you have read, understood and agreed to these Fundraising Guidelines, please sign the declaration and return the signed document to the Kids Plus Foundation by email to shelley.wood@kidsplus.org.au
- (d) These Fundraising Guidelines are applicable to all Fundraising Activities by a Fundraiser where any part of the funds raised are for the Kids Plus Foundation.

2. FUNDRAISING FOR KIDS PLUS FOUNDATION

- (a) The Fundraiser is a Third Party and is not an agent of the Kids Plus Foundation and shall not receive payment for fundraising from the Kids Plus Foundation or from any third party. Nor does the Fundraiser represent the Kids Plus Foundation or speak or act on the Kids Plus Foundation’s behalf.
- (b) The Fundraiser’s activities are external to the Kids Plus Foundation and are not official Kids Plus Foundation activities. The Fundraiser takes the sole responsibility and liability for the planning, promotion and management of any Fundraising Activities. The Kids Plus Foundation may provide guidance and support if suitable, but shall not be liable for or responsible for any loss incurred by the Fundraiser.
- (c) The Kids Plus Foundation will not be liable for any act, omission or negligence of the Fundraiser.
- (d) The Fundraising Activities and the Fundraiser must align with the Kids Plus Foundation’s purpose and organisational values, and cannot be associated with the promotion of alcohol, tobacco and/or illicit drugs.
- (e) The Kids Plus Foundation shall have complete discretion to accept or reject any application. The Kids Plus Foundation will not endorse high risk Fundraising Activities including, but not limited to, extreme sports, use of firearms or fireworks and motor vehicle or motorbike racing, or any event which may detract from the principle of an inclusive society.
- (f) The Kids Plus Foundation is unable to provide public liability insurance cover for a Fundraiser’s Fundraising Activities and the Fundraiser must obtain their own insurance cover.

3. ACKNOWLEDGEMENT

- (a) The Fundraiser is required to apply to fundraise for Kids Plus Foundation by submitting a Fundraising Application.
- (b) The Fundraiser must disclose to the Kids Plus Foundation any risks of the Fundraising Activities which the Fundraiser is, or should reasonably be, aware of.
- (c) If an application is approved, the Kids Plus Foundation will issue a Sanction to Fundraise Letter, which the Fundraiser may use to demonstrate an acknowledgement of the Fundraising Activity.
- (d) If the application is rejected, the Kids Plus Foundation will issue a Rejection of Fundraising Letter. If a Rejection of Fundraising Letter is issued, the Fundraiser must not proceed with the Fundraising Activity.
- (e) It is the responsibility of the Fundraiser to comply with all relevant council and/or State or Federal laws and regulations pertaining to their activities, including obtaining appropriate permits and/or licences if necessary and as required.

4. NAME, LOGO & RESOURCES

- (a) Fundraising Activities must be conducted in the name of the Fundraiser and not in the name of the Kids Plus Foundation.
 - (i) When referring to the Kids Plus Foundation, wording such as “...proudly supporting the Kids Plus Foundation” or “Funds raised will support the work of the Kids Plus Foundation” should be used.
- (b) The Kids Plus Foundation logo cannot be used without prior permission from the Kids Plus Foundation. When permission is granted for the use of the Kids Plus Foundation logo, the logo must appear in full and not be altered in anyway and must be used strictly in accordance with the conditions of consent.
- (c) Any communication or artwork that uses the Kids Plus Foundation’s name and/or logo must be approved by the Kids Plus Foundation before being produced and disseminated. Drafts of these materials should be submitted to the Kids Plus Foundation at least five (5) business days before approval is needed.
- (d) Where appropriate, the Kids Plus Foundation may provide promotional resources for Fundraising Activities such as flyers, brochures and banners.

5. FINANCIAL ACCOUNTABILITY

- (a) All financial aspects of Fundraising Activities are the sole responsibility of the Fundraiser. The Kids Plus Foundation will not pay or be liable for expenses incurred by the Fundraiser in facilitating Fundraising Activities.
- (b) All funds raised must be provided to the Kids Plus Foundation within twenty-eight (28) days of the end date stated in the Fundraising Application or such later date as may be extended by agreement between the parties.

- (c) The Fundraisers, by agreeing to engage in Fundraising Activities for the Kids Plus Foundation, grants the Kids Plus Foundation the right to inspect all records, accountants and documents that The Kids Plus Foundation reasonably believes in their sole discretion are associated with the Fundraising Activities.
- (d) The Kids Plus Foundation will issue a receipt to the Third Party Fundraiser upon receiving donated funds.
- (e) The Kids Plus Foundation reserves the right to withdraw its acknowledgement for Fundraising Activities at any time if the Fundraiser fails to adhere to any of these Guidelines.
- (f) To the extent permitted by law, the Kids Plus Foundation, its employees and any agents or contractors will not be liable, and the Fundraiser indemnifies and holds the Kids Plus Foundation harmless against, any claims, actions, expenses (including all reasonable legal expenses), loss or damages incurred or made against the Kids Plus Foundation (including by a third party) due to or arising out of or in connection with the Fundraising Activities conducted by the Fundraiser.
- (g) The Kids Plus Foundation may also be entitled to make a claim in respect of, indirect loss or consequential loss (such as, without limitation, loss of profits) incurred or sustained by the Kids Plus Foundation or any other person as a result of any acts or omissions of the Fundraiser or as a result of the Fundraiser's breach of these Guidelines.

Declaration

I (individual/group/organisation name):.....

- (h) have read and agree to Kids Plus Foundation's Fundraising Guidelines;
- (i) agree to adhere and be bound to the Kids Plus Foundation's Fundraising Guidelines
- (j) acknowledge that all information contained in the Application Form is true and correct; and
- (k) grant the Kids Plus Foundation access to all records, accountants and documents that associated with the Fundraising Activities.

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Signature of authorised representative of applicant:

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Name of authorised representative of applicant