



# NORTH Foundation Application to Fundraise

*Join our community of NORTH Foundation fundraisers!*



# Application to Fundraise

Thank you for your interest in fundraising on behalf of the NORTH Foundation to support innovative health research and patient care within the Northern Sydney Local Health District, including Royal North Shore, Ryde, Macquarie, Mona Vale and Hornsby Ku-ring-gai hospitals, the Kolling Institute and Manly Adolescent and Young Adult Hospice.

All community fundraisers are required to complete a NORTH Foundation 'Application to Fundraise' form to provide details on their proposed fundraising event or activity. This form must be returned to the NORTH Foundation for review and approval before the activity takes places. If approved, an Authority to Fundraise letter will be provided. This Authority to Fundraise letter must be obtained before any fundraising activity or event.

## Fundraiser/event coordinator

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

- ☐ NSLHD staff (please ensure you are authorised by your Head of Department/equivalent)  
☐ Patient (past/existing)    ☐ Community member    ☐ Corporate    ☐ Family or friend

Mobile number	Email
<input type="text"/>	<input type="text"/>

**Address**

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation (if applicable)	Relationship (if applicable)	ABN (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Proposed event details

**Event name**

**Event address** (if applicable)

Date	Event period	Time (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Fundraising method**

  


**Do you have or plan to obtain Public Liability Insurance for your event/activity?**

- ☐ Yes (If applicable please attach documentation)    ☐ No    ☐ Not applicable

## Promotional assistance

### Do you require any additional fundraising support?

- ☐ No
- ☐ Yes – hospital or research logo  
(if so, all marketing materials must be sent to [community@northfoundation.org.au](mailto:community@northfoundation.org.au) for review and approval)
- ☐ Yes – NORTH Foundation logo  
(if so, all marketing materials must be sent to [community@northfoundation.org.au](mailto:community@northfoundation.org.au) for review and approval)

### Will you be using our giving platform hub to set up your fundraising activity and collect donations?

For more information visit: [north-foundation.raisely.com](http://north-foundation.raisely.com)

- ☐ Yes ☐ No

### If no, what giving platform hub will you be using?

### Describe the promotional activity you will be undertaking as a fundraiser.



### I give the NORTH Foundation permission to use the images resulting from your fundraising activities in their printed and online publicity, social media, press releases and funding applications?

- ☐ Yes ☐ No

## Financial details

### Which beneficiary are you supporting?

### Are you fundraising for a specific department/ward/unit/research group?

### Fundraising target

### How will you be receiving donations?

cash, credit card, cheque, etc

## Declaration

- ☐ I declare that the information provided above is true and correct to the best of my knowledge and belief.
- ☐ If, for any reason, the details in this application change after approval of the activity is obtained by the NORTH Foundation, I agree to notify the NORTH Foundation of this prior to the activity going ahead.
- ☐ I also agree that I have read and agreed to comply with the NORTH Foundation community fundraising terms and conditions.

### Printed name

### Signature

### Date

### To be completed if you are an NSLHD staff member

You will need authorisation from your Head of Department of equivalent

### Printed name

### Position/job title

### Signature

### Date



The NORTH Foundation is proud to be the registered charity for the Northern Sydney Local Health District and to serve as the fundraising partner for Royal North Shore, Ryde, and Hornsby Ku-ring-gai hospitals, Kolling Institute and the Manly Adolescent and Young Adult Hospice.

Our mission is to improve community well-being by supporting innovative health research and the delivery of exceptional patient care. We want the NORTH Foundation to be widely recognised as a major contributor to world class research and a community health system in which people enjoy improved health throughout their whole lives.

## Requirements for all community fundraisers

Before an individual, organisation, or group can conduct a fundraising activity where they intend to raise money for the NORTH Foundation, they must:

- Read and agree to the NORTH Foundation Community Fundraising Terms & Conditions
- Complete and sign the NORTH Foundation Community Fundraising "Application to Fundraise" form
- Receive and hold a NORTH Foundation Letter of Authority
- Agree to comply with any obligations under applicable legislation or regulations in New South Wales

Fundraising activity for the NORTH Foundation should not begin until a Letter of Authority is received. Any individual, organisation, or group involved in fundraising activity that does not hold an authority to fundraise letter may be in breach of legislation.

Due to limited resources, the NORTH Foundation is not able to take a coordination role in your community fundraising activity, such as assistance with ticket sales, soliciting prizes, or organising speaker representatives. The fundraising activity, including the financial aspects, fundraising, raffles, record keeping, promotion of fundraising, and activities and management, shall be conducted in the name of the authorised fundraiser/s name and is their sole responsibility.

## Financial responsibility obligations

When it comes to financial responsibility obligations the authorised fundraiser/s agree that:

- (a) The authorised fundraiser/s will incur and pay all costs associated with their chosen fundraising activity
- (b) The authorised fundraiser/s must keep records of income and expenditure, and may deduct any essential costs (venue hire, catering, promotion, etc) of organising the Fundraising Event, as long as they are documented with receipts, and are fair and reasonable (capped at a maximum of 35% of gross proceeds)
- (c) The authorised fundraiser/s will not retain any part of the gross profits raised during the fundraising activity or event as a commission, wage or other fee.
- (d) No expenses will be incurred by the NORTH Foundation without prior written agreement from the CEO

(e) Authorised fundraiser/s are not entitled to incur expenditure in the name of the NORTH Foundation or it's beneficiaries without prior written consent

(f) The authorised fundraiser/s hold all proceeds raised from the chosen fundraising activity on behalf of the NORTH Foundation

(g) Where the activity is run through the NORTH Foundation fundraising hub or other online fundraising platforms, all funds will be held by the NORTH Foundation and will be reconciled accordingly

(h) For donations totalling over \$1000 cash will not be accepted by the Foundation and the funds will need to be transferred via EFT, Cheque or Credit-card.

## Reporting obligations

When it comes to receipts and tax deductibility the authorised fundraiser/s agree that:

- (a) The authorised fundraiser/s will provide the NORTH Foundation with an accurate estimate of the revenue and expenses associated with the fundraising activity if requested.
- (b) The authorised fundraiser/s will keep accurate financial records, including itemised expenses and the reason for them
- (c) The authorised fundraiser/s will send all proceeds raised to the NORTH Foundation within 14 days of the completion of the fundraising event or activity unless an exception is provided in writing by the NORTH Foundation.
- (d) The authorised fundraiser/s will return, via email, the official authority to fundraiser letter (dated and signed), statement of income and expenditure together with copies of any relevant receipts to the NORTH Foundation within 14 days of the completion of the activity.

## Tax and deductibility

When it comes to receipts and tax deductibility the authorised fundraiser/s agree that:

- (a) If a NORTH Foundation representative is not present to take donations and issue receipts at the event the authorised fundraiser/s will be required to fulfil a donation receipt form for all individuals who donate to their fundraising activity and want a tax-deductible receipt.
- (b) Tax-deductible receipts can only be issued in return for financial donations. Where an individual gets something in return for their 'donation' they are not entitled to a tax-deductible receipt. The following are examples of things which are not tax-deductible: purchasing of tickets (e.g. event tickets, raffle, entry fee), donations of goods or services and/or purchases (e.g. auction items, sale items).
- (c) Tax-deductible receipts can only be issued in return for a donation that is \$2 or more.



## Marketing, branding and communications

When it comes to marketing, branding and communications the authorised fundraiser/s agree that:

(a) The authorised fundraiser/s are not permitted to use the NORTH Foundation's or its beneficiaries' (Northern Sydney Local Health District, Royal North Shore Hospital, Ryde Hospital, Hornsby Ku-ring-gai or the Kolling Institute for Medical Research) names, logos or any other part of their intellectual property (this is including, but not limited to any communications or material produced on NORTH Foundation websites or for fundraising activities) without prior written approval from the foundation.

(b) Any promotional materials, advertisements and/or communications which are to be used in connection with the fundraising activity must clearly disclose that the activity is being conducted 'in support of the NORTH Foundation or its beneficiaries' and make clear that the fundraising activity and fundraiser/s are not representatives of the NORTH Foundation.

(c) Any promotional materials, advertisements and/or communications which are to be used in connection with the fundraising activity must be submitted to the NORTH Foundation for approval before they are published or used. Please allow up to 14 days for approval of materials.

(d) The authorised fundraiser/s are not permitted to create or distribute any media materials and/or press releases without the prior written approval of the NORTH Foundation. Please allow up to 14 days for approval of materials.

(e) Due to limited resources, the NORTH Foundation is not able to play an active role in the marketing and promotion of your fundraising activity, however, at times we may be able to assist by providing promotion through our website and social media channels. Please note that not all requests will be able to be met and that this is at the discretion of the NORTH Foundation.

(f) If requested by the NORTH Foundation, the authorised fundraiser/s must provide information and images from the fundraising activity to be used in foundation promotion activities (including but not limited to inclusion in newsletters, social media, publications, etc)

(g) The authorised fundraiser/s must ensure that they have obtained consent from individuals who have been photographed or filmed for their representation to be used for promotional purposes.

## Reputation

As a charitable foundation supporting hospitals, medical institutes and health wellbeing more generally we believe that we have a social responsibility to maintain practices that uphold views and values that align with the goals of our beneficiaries.

For this reason, we will not endorse or associate with fundraising activities that promote/involve behaviours such as:

- Excessive consumption of alcohol
- Use of illicit drugs
- Smoking and use of tobacco
- Violence
- Gambling
- Environmental Harm

By agreeing to the NORTH Foundation Community Fundraising Terms and Conditions the authorised fundraiser/s acknowledge and agree that:

(a) The authorised fundraiser/s do not have any pending/current charges or past criminal convictions relating to sexual offences.

(b) The authorised fundraiser/s do not have any pending/current charges or past criminal convictions relating to drug offences.

(c) The authorised fundraiser/s do not have any convictions of a violent nature or assault.

(d) The authorised fundraiser/s have never been convicted, with or without trial of, pleaded guilty or no contest to a theft or fraud charge.

(e) The authorised fundraiser/s are not currently awaiting or attending a trial or been arrested for a theft, fraud charge, sexual offence, assault or crime of a violent nature.

(f) Funding and donations obtained have not been received from any companies whose primary income is derived from any of the following activities:

- i. Tobacco manufacturing and/or promotion
- ii. Alcohol manufacturing and/or promotion
- iii. Gambling or related activities
- iv. Illegal or criminal activities

## Additional fundraising obligations

In addition to the other obligations and requirements outlined in the NORTH Foundation Community Fundraising Terms & Conditions the authorised fundraiser/s must:

(a) Comply with all applicable laws including but not limited to laws relating to charitable collections and the care and protection of children and young people.

(b) Obtain all appropriate permits, licences, authorities or approvals required in order to run the fundraising activity.

(c) Conduct the fundraising activity in a safe, responsible and professional manner.

(d) Conduct the fundraising activity in a manner that upholds the integrity, reputation and values of the NORTH Foundation and its beneficiaries.

(e) Obtain all relevant and necessary insurance covers (including public liability insurance) prior to the commencement of the fundraising activity.

## Liability

When it comes to liability the authorised fundraiser/s agree to:

(a) Take responsibility for all aspects of financial and public liability and public safety associated with the fundraising activity. As NORTH Foundation is not the event organiser we are unable to cover any liability on your behalf.

(b) Release the NORTH Foundation and all persons or corporations associated directly or indirectly with the NORTH Foundation from all known and unknown claims, liability, demands and proceedings arising due to any loss, damage, expenses or personal injury which may be sustained by you, or by any third party as a result of or in connection with your fundraising activity except where such liability arises because of the negligence of the NORTH Foundation or its staff.

(c) Indemnify the NORTH Foundation and all persons or corporations associated directly or indirectly with the NORTH Foundation (collectively "those indemnified") against:

- i. All losses incurred by those indemnified;
- ii. All liabilities incurred by those indemnified;
- iii. All costs actually payable by those indemnified to their legal representatives (whether or not under a costs agreement); and
- iv. All other expenses incurred by those indemnified in connection with a demand, action, arbitration or other proceeding (including mediation, compromise, out of court settlement or appeal) arising as a result of or in connection with your participation in the Activity.

## Termination

The NORTH Foundation may terminate their support and authorisation of a fundraiser's activity or event if at any time, in their sole and absolute opinion, they believe:

(a) a contravention of the NORTH Foundation Community Fundraising Terms & Conditions has occurred

(b) association with the fundraiser/s will affect the goodwill, brand or reputation of the NORTH Foundation or its staff, volunteers or beneficiaries

(c) that there is a views and values misalignments between the NORTH Foundation, its beneficiaries and the fundraiser/s

(d) The fundraiser/s have undertaken activities or actions which the Foundation does not allow, including but not limited to:

- i. Street collection or door knocking fundraising practices
- ii. Telephone fundraising practices
- iii. Engagement of external professional fundraisers
- iv. Remuneration of collectors or persons engaged in fundraising

## Governing law

These terms and conditions are governed by the relevant legislation of New South Wales.

If you would like further information about conducting fundraising in New South Wales, please visit:

NSW Office of Liquor, Gaming, and Racing  
www.older.nsw.gov.au  
PH: 02 9995 0300

## Please return form to:

NORTH Foundation  
PO Box 4191  
Royal North Shore Hospital LPO  
ST LEONARDS NSW 2065



community@northfoundation.org.au



# Stay in touch with us

We are always here to help and our team is keen to support you to ensure your community fundraising project is a success. If you are interested in fundraising for the NORTH Foundation, please get in contact.

NORTH Foundation  
PO Box 4191  
Royal North Shore Hospital LPO  
ST LEONARDS NSW 2065



(02) 9436 0162



[community@northfoundation.org.au](mailto:community@northfoundation.org.au)



[www.northfoundation.org.au](http://www.northfoundation.org.au)



@NTHFoundation



@north.foundation



/company/northfoundation



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*Thank you for joining our community of fundraisers!*