



HEARTKIDS LIMITED COMMUNITY FUNDRAISING PROPOSAL

Thank you for choosing to fundraise for HeartKids! Your generous support will help to ensure that the one million Australians impacted by childhood-onset heart disease have a trusted source of information, support, and a voice to advocate for better health outcomes and help them live well.

To comply with legal requirements for fundraising and protecting our brand integrity, we must keep a register of all fundraising events.

Please fill in this form and return to HeartKids either via email, or mail before an Authority to Fundraise can be issued to you

Email: events@heartkids.org.au

Post:

HeartKids Limited

1/59 Fullarton Road

Kent Town SA 5068

Contact Details

First Name	
Last Name	
Company/Organisation name (if applicable)	
Position title within company (if applicable)	
Email Address	
Phone Number	
Address Line	
Suburb/Town	
State	
Postcode	

Are you fundraising on behalf of an organisation? Yes ☐ No ☐

If yes, please include organisation address details below

Address Line	
Suburb/Town	
State	
Postcode	



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Proposed Event Details

Name of event/activity	
Description of Fundraising Activity	
Event or Activity Location	
Fundraising Start Date	
Fundraising End Date	

Motivation

Why are you / your organisation fundraising?

I hereby certify that the above statements are true and correct to the best of my knowledge. I have read the Terms and Conditions outlined below and agree to comply with any legal requirements of fundraising and the HeartKids conditions for fundraising.

I confirm I have read and accept the terms and conditions: ☐

Signature:

Date:

Name:

** HeartKids reserves the right to refuse or withdraw permission to fundraise on its behalf at any time*

For our latest privacy policy visit <http://www.heartkids.org.au/privacy-policy/>



HEARTKIDS LIMITED COMMUNITY FUNDRAISING PROPOSAL TERMS AND CONDITIONS

HeartKids means the HeartKids Limited ABN 22 613 854 336.

These terms and conditions have been developed to outline both your obligations and the obligations of HeartKids in accordance with applicable fundraising legislation. All individuals, organisations or groups who intend to raise funds for HeartKids must agree to these conditions prior to planning and running any fundraising activities.

Please take the time to read and understand them before filling in your Proposal to Fundraise (for offline fundraising only, available [here](#)) or registering your online fundraising event on our [website](#).

If you are unable to access the Authority to Fundraise form, please email events@heartkids.org.au or call 1800 432 785 to request a copy.

Please note, corporate sponsorship and “percentage of sales” arrangements are not covered in these terms and conditions – please visit our website to learn more about [partnership](#).

Participation in your event

You participate in your fundraising event at your own risk, including the risk of injury or loss of life to you and any third parties. It is your responsibility to comply with all legal requirements relating to your fundraising event.

You must hold an authority to fundraise as provided by registering your fundraiser on our website or a letter issued by HeartKids in order to complete your fundraising event.

Any person under the age of 16 conducting a fundraising event or activity must be appropriately supervised by an adult.

Processing your application

For offline fundraising, please allow 2 business days for your Authority to Fundraise to be received and a confirmation receipt to be issued. Approval can take up to 5 business days. If you require approval sooner please contact us on 1800 432 785 or events@heartkids.org.au

On what basis are proposals to fundraise (offline fundraising) and online registrations assessed?

All fundraising activities and events undertaken in support of HeartKids need approval prior to fundraising commencing.



Upon receiving approval of your Authority to Fundraise (offline) or online registration, HeartKids will issue you with an “Authority to Fundraise” letter and then you can start fundraising.

An authority to fundraise can only be issued when the following conditions are met:

- a detailed and signed Proposal to Fundraise or online registration form has been sent to HeartKids,
- the fundraising activity has been confirmed to fit within the aims and values of HeartKids,
- the fundraising activity will produce a reasonable financial return, and
- the fundraising activity has been confirmed by HeartKids as not posing an unacceptable level of risk to the safety of participants/spectators and/or to HeartKids’ reputation.

Are there any activities that the HeartKids will not approve?

All fundraising activities must comply with all applicable federal and state legislation. In addition, all fundraising activities need to align with the ethical guidelines and objectives of HeartKids. Activities that may be declined include (but are not limited to) any fundraising activities that:

- promote smoking and tobacco;
- promote fundraising through the sale of alcohol direct to the public;
- promote violence in any form, including cruelty to animals and the use of firearms;
- involves a high level of personal, reputational or public risk (as in the actual activity);
- includes any door to door or telemarketing-based approaches for donations.

HeartKids will also exercise discretion in relation to fundraising activities that:

- promote gambling or betting via auctions, raffles and competitions.
- promote the consumption of alcohol in moderation.

Responsibilities and expectations

What are your responsibilities as a Community Fundraiser?

When you agree to fundraise on behalf of HeartKids, you agree to be responsible for all aspects of running your activity/event. It will be your responsibility to:

- coordinate and manage your own activities and events;
- seek licences and permits relating to activities such as raffles, lotteries and auctions;

- procure all prizes, services and volunteers;
- promote your activity to your networks and/or seek publicity or advertising;
- collect and hold all funds collected in a secure environment and reconcile the funds relating to all fundraising activities undertaken (offline fundraising only);
- account for all income and expenses incurred and aim to maintain costs at no more than 40% of the total revenue;
- pay all invoices relating to your expenses and ensure that they are addressed to you, and not to HeartKids;
- provide all funds to HeartKids within 14 days of the conclusion of your activity;
- accept full responsibility and conduct the activity in an appropriate way to ensure the event is promoted in the Community Fundraiser's name;
- accept and be responsible for minimising any risks associated with the activity;
- be responsible for the safety of the event, volunteers and personnel;
- arrange your own insurances, including public liability insurance specific to the activity and indemnify HeartKids against any liability in relation to the conduct of the fundraising activity/event, as detailed below
- ensure children under the age of 16 who are fundraising are under the supervision of a responsible adult over the age of 18;
- produce your Authority to Fundraise when asked or required throughout your fundraising.

Working with HeartKids

How should I promote my fundraising activity?

HeartKids name and logo use

If you would like to use the HeartKids name and/or logo on any materials or products, you must obtain prior permission from HeartKids. All printed and digital materials, including media releases, must be approved by HeartKids. Materials must be forwarded to events@heartkids.org.au for approval prior to any materials being printed or circulated.

The HeartKids logo and guidelines on the use of the HeartKids name shall be supplied upon request.

Please only refer to or promote HeartKids as "HeartKids". You have a right to raise funds on behalf of "HeartKids" but cannot state that you are "HeartKids" or that you are representing HeartKids.

A suggested way of promoting your involvement is by stating "Funds raised will support HeartKids."



HeartKids will provide you with a range of fundraising tools to use in promoting your activity.

Can I seek my own sponsors for my community fundraising?

If you are seeking corporate sponsors, please provide HeartKids with a list of potential corporate sponsors you intend on approaching. HeartKids reserves the right to exclude solicitation of specific sponsors. You must make it clear that you are a community fundraiser raising money for HeartKids and that your fundraising activity / event is not a HeartKids activity.

Our current partners are generous supporters of HeartKids and are approached frequently throughout the year, we ask that you do not approach these companies without our prior consent. Details of our current partners can be found [here](#).

Support not included in this agreement

Please note that HeartKids cannot help with:

- provision of any HeartKids databases for promotion or marketing purposes;
- media relations including PR support;
- provision of prizes for your fundraising activities such as auctions, raffles or competitions;
- provision of HeartKids branded banners or other physical collateral;
- applying for relevant permits, licences or insurance coverage related to third party activities;
- staff or volunteers to run your activity or event including attendance of a staff member at your event or activity;
- sale of tickets, products or services as part of your initiative;
- reimbursement of event related expenses;
- financial contributions of any nature.

HeartKids may offer support with listing your event or activity on our state-based community events page.

Termination You acknowledge that HeartKids may revoke your authority to fundraise at any time. Upon receiving notice of termination from HeartKids, you will immediately stop promoting your fundraising event.



Disclaimer

You release HeartKids and all persons or corporations associated directly or indirectly with HeartKids 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 event.

Indemnity

You indemnify HeartKids and all persons or corporations associated directly or indirectly with HeartKids (collectively “those indemnified”) against:

1. all losses incurred by those indemnified;
1. all liabilities incurred by those indemnified; and
1. all costs actually payable by those indemnified to their legal representatives (whether or not under a costs agreement) and 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 your fundraising event

Governing Law

These terms and conditions and all other specific and additional terms as may be updated from time to time, relating to your fundraising event will be governed by and construed in accordance with the laws of the state or territory in which your fundraising event will be taking place.

Finalising your activity

Acknowledgement of your contribution

You will receive a letter to acknowledge the funds raised. This is not a tax-deductible receipt. Only once funds are received can HeartKids issue an official thank you letter and/or receipt (if applicable) and acknowledgement of your contribution.

Tax-deductible and non-deductible receipts

Online fundraising

All donations must be made through your unique fundraising page. We will issue receipts to your supporters as soon as the transaction is approved. Donations of \$2 or more are tax deductible. If you



intend on raising funds outside of your fundraising page or if you have any queries about your donations, please contact events@heartkids.org.au

Offline fundraising

Donations of \$2 or more are tax-deductible. HeartKids can provide receipts for approved fundraising activities.

HeartKids will issue all tax-deductible receipts.

Where a receipt is required, please contact events@heartkids.org.au or your local HeartKids Philanthropy Lead within 14 days of the completion of your activity, who will arrange for receipts to be issued.

A Community Fundraiser is not permitted to issue a receipt on the HeartKids's behalf.

It is important that you understand the [official Australian Tax Office guidelines](#) for receipts, so you can provide correct information to the people who support you.

The following are not tax-deductible: tickets (e.g. raffle, entry fee), donations of goods or services and/or purchases (e.g. auction, sale of items). Where the person gets something in return for giving, they are not entitled to a tax-deductible receipt. Tax-deductible receipts can only be issued in return for a donation that is more than \$2 and where the donor receives no other benefit.

OFFICE USE ONLY

COMMUNITY FUNDRAISING/EVENT APPROVAL

Approved: ☐ Yes ☐ No

Comments:

Signed and approved on behalf of HeartKids

Signature

Name:

Title:

Fundraising Authority Number:

Date of Issue: