



Please return form via email to:

Julie.Abbott@Humpty.com.au

Tel: 02 9419 2410

Attention: Julie Abbott

Humpty Dumpty Foundation
Level 14, Suite 1402, 67 Albert Avenue,
CHATSWOOD NSW 2067

Application to Fundraise

Please complete this form and return to Humpty via email or post.

Section A - Fundraiser Contact Details

Name of applicant: (First Name) (Surname)

Title:

Name of Organisation (if applicable):

Relationship to above organisation: ABN (if applicable):

Street Address:

Suburb: State: Postcode:

Mailing Address (if different from above):

Suburb: State: Postcode:

Contact Phone: Mobile: Fax:

Email:

Name of referee (cannot be a relative or guardian): (First Name) (Surname)

Contact Phone: () Contact email:

Section B - Fundraiser Activity Details

Proposed title of activity:

Proposed date of activity: (Start date) (End date)

Proposed time of activity: Estimated no. of guests:

Proposed venue:

Venue address:

Fundraising activities: (please briefly describe your fundraising activity)

*Please attach other relevant information on a separate page

Associated sponsors (if applicable):

Section C – Assistance from Humpty Dumpty Foundation (please place 'X' in the box)

Promotional assistance

- ☐ Letter of support for your event
- ☐ Logo
- ☐ I would like a Humpty representative to speak/ attend the event/activity if possible.
This is dependent on availability. If yes, a request form will be emailed to you upon approval.
- ☐ Other – Please specify any other requests from Humpty here:

Section D – Insurance and Legal Matters (please place 'X' in the box)

Do you have Public Liability Insurance for this activity? Yes ☐ No ☐

Does the activity require permits from council/government bodies? Yes ☐ No ☐

If yes – Humpty will require copies.

Section E – Fundraising Budget

Please provide a budget outline to the best of your ability, advising an estimate of the net income to be received by Humpty post event.

Estimated Income:

Ticket sales
Raffle
Auction
Sausage Sizzle
Other

Estimated Expenses:

Venue
Food
Prizes
Printing
Other (miscellaneous)

Estimated net income to Humpty Dumpty

* Please note the event cannot be used for your own direct commercial gain or profiteering. The event must have the potential for financial success so that neither the organisers nor Humpty Dumpty Foundation are liable for unpaid expenses.

Fundraiser Acknowledgement

By signing this application, I acknowledge the following:

- I have read the Humpty Dumpty Fundraising Guidelines carefully and agree to the fundraising rules and regulations outlined in this document and indemnify Humpty Dumpty Foundation from and against any claims for injuries or damage arising at or from the event, product or service.
- I understand that I/we must comply with any obligations imposed on me/our organisation by the Charitable Fundraising Act & regulations in the relevant state/territory. I/our organisation will be solely responsible for securing any necessary permits, authorities to fundraise, insurance or licenses.
- I understand that I/our organisation is solely responsible for ensuring the safety of the event and organising appropriate public liability insurance.
- I understand that the Humpty Dumpty Foundation reserves the right to withdraw approval of this fundraising event at any time, should the event or the event organiser/s fail to comply with the Humpty Dumpty Fundraising Guidelines.
- I understand that the Humpty Dumpty Foundation will not be liable for any expenses associated with the event and have provided an estimated budget outline for consideration.
- I confirm that all information provided in this document is correct at the time of submission and any alterations to the information after the approval process will be forwarded in writing to Humpty Dumpty Foundation for further review prior to the activity being held.
- I agree that I will not use the Humpty Dumpty Foundation logo on any communication materials without prior permission and will obtain Humpty Dumpty Foundation approval of any statement regarding the relationship between the fundraising event and the Humpty Dumpty Foundation.
- I understand that the Humpty Dumpty Foundation is not able to take a coordination role in this activity and cannot source prizes, publicity, goods or services for this fundraiser.
- I understand that I/our organisation is not authorised to use the Humpty Dumpty Foundation as its beneficiary charity until the Authority to Fundraise approval letter has been received.

Print Name: _____

*** Please note: if you are under 18 of age, please ask your parent or guardian to sign this application**

Signed: _____ **Date:** _____

If submitting application electronically, please scan and email all pages (electronic signatures are accepted) to Julie.abbott@humpty.com.au

Humpty Official Use Only:

Paperwork sent	Date:	Method:		
Date approved			ID	
Emailed			Event Code	
Notes (incl Event Application #)				