



**Document to Help Branches with their Grant Submissions,
Fundraising Activities and Fundraising Entities.
September, 2016.**

One of the values that Sailability NSW Inc holds dear is the ability of Branches to apply for funding when a need becomes obvious. The willingness of the branches to keep their branches running at peak efficiency because of the availability of grants and other fund-raising methods is what keeps Sailability a successful organisation. This ensures that branches are able to run with minimum effort on Volunteers, and makes each branch successful in their own right.

There are a number of regulations that must be met in order to keep the status of Sailability NSW Inc as a Charitable Fundraising Organisation, and to meet the obligations of the Australian Taxation Office. There are several different avenues of Fund-raising for your Branch.

1. Government and Private Grants.

Each year, there are several government grants available, both State and Federal:

Some of these are:

DSS grants; grants for small volunteer equipment which are listed on the grant information form, e.g. trolleys, hoists, radios, computer equipment, shelters, barbecues, etc.

Community Building Grants: cover larger pieces of equipment such as pontoons, ramps, boats.

Sport and Recreation Grants. Can be Facility Development Grants, or Participation Grants.

Each local area also has a number of grants available through local clubs, eg Sporting Clubs, Rotary, Lion's Clubs, Masonic Branches, etc.

Local Councils have Grant processes once a year.

Some Corporations offer a Grant Application Facility each year, eg Bendigo Bank, ING, St George, Toyota, local businesses in your area.

2. Raising money by Conducting Raffles

3. Raising money by joining in with other activities.

eg Crowd Funding, Fun Runs, Challenges, Memorial Service Fundraising, etc.

1. Government and Private Grants.

When searching for the correct Grant to use for your needs, branches need to select carefully:

1. Read the criteria for using the grant carefully. If you do not fulfil ALL of the criteria for the grant, look for a different one.

If the Grant has specific criteria or conditions that need to be met by the Sailability Branch, do not apply for this type of grant.

2. Any grant that has been submitted is to be lodged in the name of Sailability NSW Inc, on behalf of the Sailability Branch lodging the Application.
3. All grants submitted for must include the GST component.
4. When filling in the Application, or Submission form use the following information.

First Entity (The Organisation) Sailability NSW Inc
Second entity Sailability (Name of Branch).

ABN: 92071 811 517

CFN: 15845

Account Number: BSB:112 879

Account number: 161 284 420

This is the Account Number you MUST use when applying for any grant under the name of Sailability NSW Inc, and it is NOT to be used FOR ANY OTHER PURPOSE.

Address of Sailability NSW.

152 Victoria Rd,
Punchbowl,
NSW, 2196

Phone Number of Sailability NSW

(02) 9534 2538

Email Address of Sailability NSW

secretary@sailabilitynsw.org

Contact People for Sailability NSW

Paul Tayler and Sue Hunt.

If the form asks for a bank address:

St George Bank,
Kogarah Branch
4/16 Montgomery St
Kogarah,
NSW,
2217

No other bank details are to be supplied, and no details of the branch accounts should be included in the Application (Submission) The form is asking for Sailability NSW Inc information only at this stage.

The Secretary of Sailability NSW Inc is Sue Hunt (not the branch Secretary)
The Treasurer of Sailability NSW Inc is Paul Tayler (not the branch Treasurer)

Sometimes, the Application Form asks for a signature from one of these people on the Application Form. If this is the case, send the form to The Treasurer for a signature to be returned ASAP.

The next part of the Application Form usually deals with the branch details. Fill these in and then apply for the grant following the instructions on the form. Continually check that you are filling the criteria noted on the first page of the form, and answer the questions clearly, concisely and directly.

Some of the Grant Application Forms are now filled in online. Once you have clicked on the SUBMIT button, you have lost it.

It is very important that you have saved the Form before you hit SUBMIT as a Word Document.

This can be done as you go, so that you can re-read, check and correct the form before you submit. As soon as you have submitted the Grant Application (or Submission) it is vital that a copy of the Word Document is forwarded to The Treasurer, (Paultayler@bigpond.com.au) so that he is holding a copy when the money comes in to the Sailability NSW Inc Account. This will advise the Treasurer that a Grant Application has been lodged by Sailability NSW on behalf of a Sailability Branch. It will also advise the description of the grant applied for and the amount of funds that has been applied for.

2. Raising Money by Conducting Raffles.

These are run by branches, and as long as they fulfil all government regulations are conducted within the branch. Charitable Fundraising number 15845 MUST be printed on all tickets sold in raffles run by Sailability NSW Inc Branches.

3. Raising Money by joining in with other fundraising activities.

This is a relatively new method of fundraising. The organisation that is running the fundraising (eg Go Fundraise, Everyday Hero, Go Fund Me, My Cause, etc) does the fundraising on behalf of the organisations. Each person who donates receives their personal tax-deductible receipt. Organisers of

Fun Runs, walks for various causes, memorial funds, etc use one of the established Fundraising Entities to raise money on behalf of Charity Organisations such as Sailability NSW Inc.

Research is constantly being done to find the best Fundraising Entity available, and registering Sailability NSW Inc as the Charity involved in the fundraising. Branches do not carry Charity Fundraising status.

All branches using this method of fundraising are reminded that the Treasurer of Sailability NSW Inc MUST be notified BEFORE nominating themselves as part of the fundraising effort. Contracts with the Fundraising Entity MUST be signed by Sailability NSW Inc. During the time that the fundraising effort is taking place, the Treasurer MUST be notified of the amount of money that is coming in to the SNSW Inc account.

Research into Fundraising entities has shown that Sailability NSW Inc is registered at Good2Give, Go Fundraise, My Cause. There are still many of these that have not been checked. Please let the Treasurer know if you find any others that are registered, as the contract with Sailability NSW Inc must be signed.

If the donors do not wish to receive a tax-deductible donation, it is not compulsory to go through one of these fund-raising companies, but the audited accounts at the end of the financial year MUST state that it was a non-tax attracting donation.

If you have any queries or questions in relation to this document, please contact me at elidemeny@bigpond.com, 02 9976 2747 or Paul Tayler Paultaylor@bigpond.com.au 0413555770.

Eli Demeny. (1.10.16)