

FNPW Fundraising Guidelines

Submit your proposal

Before you start fundraising for your event/initiative, a Proposal to Fundraise form for Authority to Fundraise must be submitted to and approved by FNPW. Fundraising cannot take place until you have received approval. Once approved, you will receive an Approval to Fundraise letter containing your unique Fundraising Authority Code. Please quote this number when sending FNPW any donations.

Keep it legal

You must meet the requirements of relevant Australian and state laws and regulations. For more information visit the ATO's website <https://www.ato.gov.au/Non-profit/Gifts-and-fundraising/In-detail/Fundraising/State,-territory-and-local-government-requirements/> FNPW can also provide advice on what is required in each state.

Provide insurance if required

FNPW's insurance policy does not cover activities conducted by outside organisations and groups. You must ensure all appropriate and required insurance cover is organised before the fundraising event/initiative takes place.

Check with local authorities

If your fundraising event or initiative will be taking place in a public area, remember to check with local authorities and obtain any permits that are required.

Ensure its profitable

You are responsible for ensuring the fundraising event/initiative is profitable (the event must generate an income value that is higher than the expense value incurred).

You're responsible

The fundraising event/initiative, including the financial aspects, record keeping and management of promotion is conducted in your name and is your sole responsibility.

Making the donation

All monies raised must be forwarded to FNPW within 14 days from the date of the promotion terminating or as agreed by cheque or online, these details will be provided once your Proposal to Fundraise has been approved.

You're in charge

FNPW is not able to take a coordination role in your activity, such as soliciting prizes, organising publicity or celebrities, assisting with ticket sales or providing goods and services to assist you with running your event/initiative. However, we will endeavour to help when and where we can.

FNPW logo use

The use of FNPW's name and logo will only be permitted once you receive an Authority to Fundraise letter. The logo is available upon request and you will be authorised to use this logo in line with the Logo Use Guidelines provided. All promotional material must be approved by a FNPW's Communications staff member prior to it being printed or distributed.

Donation methods

If you are using an online fundraising platform such as GoFundraise, supporters can be directed to your fundraising page to make an online donation using a credit card. If organising an offline fundraising event, you can collect donations in cash or cheques (made out to Foundation for National Parks & Wildlife).

Tax deductibility & receipts

Donations of \$2 or more are tax deductible. If any of your donors require a receipt, please provide FNPW a list with all donor details including first and last name, postal address, email address and donation amount for receipt. FNPW will then organise and send receipts direct to each donor. Please note, tax deductible receipts cannot be issued if goods or services are received in return for payments (e.g., an auction prize or event ticket). Also note that donations made online through third party platforms such as GoFundraise, are receipted electronically by them.