

Fundraising Guidelines – NT

February 2012



For any information or queries relating to fundraising for headspace, please contact:
Corporate Partners & Fundraising Officer, Bob Mc Kevitt on (03) 9027 0130 or email
fundraising@headspace.org.au

headspace Terms and Conditions for Conducting a Fundraising Event in the Northern Territory

Dear Supporter,

Thank you for considering raising funds for **headspace** National Youth Mental Health Foundation Ltd ABN 26 137 533 843 (**headspace**). We greatly appreciate all support from both individuals and organisations. Your support means that we can continue our work of providing mental health and wellbeing support, information and services to young people and their families. **headspace's** centres have a wide range of youth friendly health professionals who can help young people ages 12 to 25 with:

- Mental health and counselling
- General health
- Alcohol and other drug services
- Education, employment and other services

headspace is making a difference where it is needed most – our young people. Your support means that we can continue providing these vital services to young people across Australia.

headspace Terms and Conditions for Collection

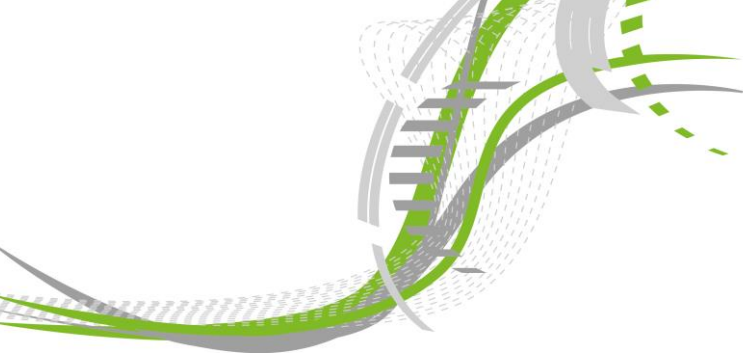
This letter and the enclosed Terms and Conditions govern your collection. Please ensure that you read them carefully and accept the Terms and Conditions at the time of submitting your Application.

headspace must approve your proposed collection. Once your collection has been approved by **headspace**, you may conduct a collection for **headspace's** benefit.

Your Application

You must complete the enclosed Application and return it to us at:

Corporate Partners & Fundraising Officer
headspace National Youth Mental Health Foundation,
Level 2, South Tower,
485 La Trobe St,
Melbourne, Vic 3000.
Fax: (03) 9027 0199
Email: fundraising@headspace.org.au



Approval Form

If we approve your Application to conduct a fundraising event we will issue you with an Approval Form. The Approval Form will contain further terms and conditions under which we authorise you to conduct the event.

Please ensure that you read the Approval Form carefully. You must not conduct a fundraising event outside the terms of the Approval Form.

headspace may refuse your Application in its absolute discretion. **headspace** may also revoke its authorisation at any time in its absolute discretion.

Thank you again for supporting the work of **headspace**. If you have any questions about the information in this letter or **headspace's** Terms and Conditions, please give our fundraising department a call on (03) 9027 0100.

TERMS AND CONDITIONS

1. Definitions

Application means your application to **headspace** to conduct a Fundraising Event for **headspace's** benefit.

Approval Form means the terms and conditions under which **headspace** authorises you to conduct the **headspace** Fundraising Event.

Fundraising Event means soliciting or receiving money, property or any benefit while representing that the purpose is for **headspace**.

headspace means **headspace** National Youth Mental Health Foundation Ltd ABN 26 137 533 843.

headspace Fundraising Event means the Fundraising Event approved and subject to the terms and conditions authorised by **headspace**.

Logo means **headspace's** logo, images, artwork, designs and any other material created or developed by **headspace**.

You means the person contracting with **headspace** on these terms and conditions.

2. Grant of authority

2.1 You must submit the Application to **headspace**.

2.2 After assessing the Application, **headspace** may issue you with the Approval Form.

- 2.3 You must not conduct a Fundraising Event for **headspace's** benefit unless and until you have received the Approval Form.
- 2.4 You must only conduct the **headspace** Fundraising Event in accordance with the terms of the Approval Form.
- 2.5 **headspace** may refuse your Application in its absolute discretion.
- 2.6 **headspace** may revoke its authorisation under the Approval Form at any time in its absolute discretion by written notice.
- 2.7 If **headspace's** authorisation is revoked under clause 2.6, you must within 7 days of written notice of the revocation, produce and deliver to **headspace** all moneys, materials or other things controlled by you by virtue of **headspace's** authority to conduct the **headspace** Fundraising Event for its benefit.

3. Conducting headspace Fundraising Event

3.1 Management and organisation

You are solely responsible for the organisation and management of the **headspace** Fundraising Event.

3.2 Advertisements notices and information

Any advertisement, notice or information provided as part of the **headspace** Fundraising Event must:

- 3.2.1 clearly and prominently disclose the word "**headspace**";
- 3.2.2 not be reasonably likely to cause offence to a person; and
- 3.2.3 be based on fact and must not be false or misleading.

4. Proceeds of headspace Fundraising Event

- 4.1 You must deliver to **headspace** the net proceeds (money received less reasonable expenses) of the **headspace** Fundraising Event within 14 days of the conclusion of the **headspace** Fundraising Event.
- 4.2 **headspace** reserves the right to determine what are reasonable expenses of the **headspace** Fundraising Event.
- 4.3 **headspace** is not liable for any expenses you incur relating to the **headspace** Fundraising Event.

5. Logos and media

5.1 Grant of Licence

As part of the Approval Form headspace may grant to you a non-exclusive licence to use the Logo during the headspace Fundraising Event on these terms and conditions.

No other proprietary right or interest in the Logo is assigned, granted or will accrue to you by the grant of the licence.

5.2 Ownership of Logo

All rights in and to the Logo are the property of **headspace**.

5.3 Conditions of Use

5.3.1 You must:

- (a) only use the Logo in connection with the **headspace** Fundraising Event;
- (b) not, nor permit a third party to, manufacture for sale a product containing the Logo;
- (c) ensure the Logo is clearly visible and distinct from the background and presented in high resolution format;
- (d) ensure the Logo is the same height as the highest other Logo on the same line/space; and
- (e) ensure the Logo is a legible size and is positioned at 90 degrees.

5.3.2 You must not alter the Logo in any way, including the proportions of the Logo.

5.3.3 **headspace** must approve the use of the Logo, including as part of any artwork, description or information, before it is published and released.

5.3.4 **headspace** may request that publications or materials containing the Logo be removed from circulation at any time.

5.4 Media

5.4.1 **headspace** must approve any media release before it is released.

5.4.2 If you receive any enquiries relating to **headspace**, you must immediately forward the enquiry to **headspace**.

5.4.3 You have no authority to comment on behalf of **headspace** or power to bind **headspace**, and you must not hold yourself out as having such authority or power.

6. Other supporters of the headspace Fundraising Event

headspace must approve any potential supporters (including corporate organisations) before you contact them

7. Records

- 7.1 You must record, and deliver to **headspace** at the end of the **headspace** Fundraising Event, details of the income and expenditure of the **headspace** Fundraising Event.
- 7.2 You must provide **headspace** with any information about the **headspace** Fundraising Event if reasonably requested by **headspace**.
- 7.3 The obligation in clause 7.1 survives the expiration of this agreement.

8. Indemnity

You must indemnify **headspace** against all actions, claims, damages and losses suffered by **headspace**:

- 8.1.1 in respect of a breach of these terms and conditions or the Approval Form; or
- 8.1.2 arising out of the **headspace** Fundraising Event or **headspace's** authorisation to conduct the **headspace** Fundraising Event or the use of the Logo.

headspace third party fundraising application form - NT

Please complete the application form the below and return to:

Corporate Partners & Fundraising Officer
headspace National Youth Mental Health Foundation,
Level 2, South Tower,
485 La Trobe St,
Melbourne,
Vic 3000.

Alternatively, you can email the signed application to
fundraising@headspace.org.au or fax your application (for the attention of
fundraising) to (03) 3027 0199

Please note:

- If any of the questions below are not relevant to your activity, simply insert "N/A" where applicable.
- Please allow seven working days for your application to be processed.
- If you have any questions in relation to this application please call (03) 9027 0130 or email fundraising@headspace.org.au



1. Application date

--

2. Name of Applicant (e.g. individual, company or organisation)

Individual	
Organisation	

3. Name of person(s) responsible or involved in the conducting the event

--

Details of person responsible

Address	
State	
Postcode	
Phone	
Email	
Fax	

4. Name / title of proposed activity

--

5. Brief description of proposed activity and how funds will be raised

6. Date and estimated duration of the proposed event

7. Location / venue of the proposed event



8. Are there any potential sponsors or other organisations involved in the proposed event?

9. Are there any other not-for-profit organisations involved in the proposed event? If so, please list them.

10. Will there be alcohol available or sold at the proposed event?

--

11. How do you intend to promote the proposed event?

12. Estimated number of attendees at the proposed event

--

13. Estimated total income (funds raised) from the proposed event

--

14. Estimated total expenditure of the event

--

15. What if any insurance coverage are you required to have for your proposed event?

--

16. What investigations have you made about any insurance requirements?

--

17. If your proposed event involves collecting from a public street, do you have a permit from the relevant local authorities?

YES	NO	N/A
-----	----	-----

If yes, please attach a copy of this street event permit. If you do not have a permit, you cannot collect on a public street.



18. List any promotional materials you would like headspace to supply you with. (Plus quantities)

19. If you would like to request use of the headspace logo in any promotional materials, please complete and highlight your preference below:

Proposed use of logo/s (include publication type and audience)			
Date(s) of proposed use			
Logo Format	<table border="0"> <tr> <td>jpeg</td> <td>eps</td> </tr> </table>	jpeg	eps
jpeg	eps		
Logo Colour	<table border="0"> <tr> <td>Colour</td> <td>Black and white</td> </tr> </table>	Colour	Black and white
Colour	Black and white		
Logo orientation	<table border="0"> <tr> <td>Portrait</td> <td>Landscape</td> </tr> </table>	Portrait	Landscape
Portrait	Landscape		

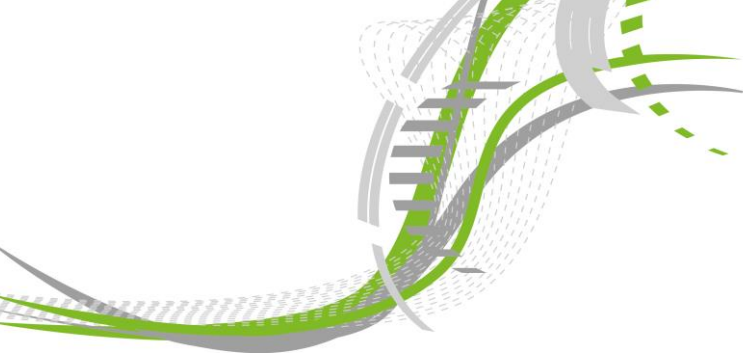
Please note the following in relation to use of the headspace logo, if you application is approved:

You must:

- only use the Logo in connection with your event
- not, nor permit a third party to, manufacture for sale a product containing the Logo
- ensure the Logo is the same height as the highest other Logo on the same line/space

You must not:

- alter the Logo in any way, including the proportions of the Logo.
- **headspace** must approve the use of the Logo, including as part of any artwork, description or information, before it is published and released.
- **headspace** may request that publications or materials containing the Logo be removed from circulation at any time.



Declaration by Applicant

I, _____ (**Applicant**) have read the Terms and Conditions attached to this Application and agree to be bound by them.

I understand that I am not authorised to conduct the proposed fundraising event unless and until I have received an Approval Form from **headspace**.

I warrant that I will comply with the terms of the Approval Form.

I warrant that I have complied with any requirements of the local authorities and I have the necessary consents, approvals, and permits to conduct the fundraising event.

I acknowledge that I am solely responsible for the organisation and management of the proposed event.

If you are under the age of 18 your parent or guardian must make the application and assume responsibility for compliance with the Terms and Conditions.

Signed by the Applicant or a person, who by his or her signature warrants that he or she is duly authorised to sign this Declaration on behalf of the Applicant:

Signature: _____

Print name: _____

Date: _____