



individuals – application for donations

For further information call **9311 8111**
or email admin@vicpark.wa.gov.au



Individuals – Application for donation

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1.0 Introduction

The aim of the individual donation programme is to support individuals in striving towards developing potential in their chosen pursuit.

Donations are assessed in accordance with the Town of Victoria Park *Policy FIN 7, Financial Assistance*.

2.0 General guidelines

2.1 Donations – Individuals

Policy FIN 7 recognises the following three categories tabled below whereby a donation can be sought by persons residing within the Town.

Category	Maximum Donation
State representation at national level for sport, academic & educational achievement	\$200 per person or \$500 per group.
Youth leadership and development	\$300 per individual or \$500 per group at no more than 50% of total event cost and up to \$300 or \$500 respectively.

Note: a group relates to more than two people going to the same event at the same time.

3.0 Donations – Individual categories

There are three key areas that Individuals can apply for a donation as listed below:

3.1 Sport

Individuals between the ages of 12–25 years selected by an accepted sporting governing body to represent the State or Commonwealth in recognised sporting event who require financial assistance to participate in the event.

3.2 Youth leadership and development

Individuals between the ages of 12–25 years to undertake education achievement, youth leadership or opportunities for self and professional development.

4.0 Examples of successful applications

Category	Application
Sport	State representation in national titles
Youth leadership and development	Leeuwin Ocean Adventure

5.0 Assessment of application

- Applications will be assessed in accordance with *Policy FIN7, Financial Assistance*.
- Donation will not be approved if it is considered to be for profit or financial gain to the individual.
- All applicants will be advised in writing the outcome of their application.
- Funding of applications is not guaranteed.
- Funds will not be offered retrospectively.
 - Individuals must accept the following conditions for the application to be successful:
 - Individuals seeking donation funding through the Town must be prepared to have the application endorsed by the recognised governing body.
 - Donations will not be considered for persons travelling for administration, training or coaching.
 - Agrees not to represent the Town in an official capacity without prior consent from the Town.
 - All applications will be signed by the individual or in instances where the individual is under the age of eighteen years written consent from a parent or guardian must be provided.
 - Agree to return the donation to the Town within four weeks of the stated end date in the event that participation is cancelled or does not take place.
 - The donation must be used for the approved purpose only.
 - Agree that the Town may choose to promote successful applications in any of its publications or through the media.
 - Accepts that there can only be one application per financial year.
 - Applicants must not have outstanding debts or acquittals with the Town of Victoria Park.

5.1 GST and Tax information

The Australian Tax Office (ATO) considers a donation to be income, which may be subject to the Goods and Services Tax (GST). In instances where the individual or organisation indicates that they are liable for GST a tax invoice will be requested.

Where the individual or organisation is not required to register for GST, the Town will request that a signed 'Statement by supplier' to this effect is supplied. Failure to do so will require the Town to withhold 48.5% PAYG tax.

6.0 Application checklist

Please use this list to ensure that your application is complete:

- Have you checked that you are eligible to apply?
- Have you completed the correct application form?
- Have you signed the statutory declaration?
- Have you sought all required signatures?
- If you do not have an ABN please complete a 'Statement by supplier' form
- Have you kept a copy for your records?
- Do you have any outstanding acquittals?

Individual – Donation Application

The completed application and relevant documentation is to be forwarded to:

- **Mail** to:
Town of Victoria Park, Neighbourhood Enrichment, Locked Bag 437, Victoria Park WA 6979
- **In person** to:
Town of Victoria Park, Administration Centre, 99 Shepperton Rd, Victoria Park WA
Business hours: 8.30am - 5pm, Monday to Friday
- **Email** applications to:
admin@vicpark.wa.gov.au

Category and Level of Assistance (please check one box only)

<input type="checkbox"/> Sport		
State travel (up to \$200)	\$	(exc. GST)
International travel (up to \$300)	\$	(exc. GST)
<input type="checkbox"/> Youth leadership and development		
50% of the total event cost (up to \$300)	\$	(exc. GST)

Contact Details

Name of applicant:		
Parent/guardian name (if applicant under 18yrs):		
Address:		
Suburb:	Postcode:	
Postal address:		
Contact numbers: Home:	Office:	Mobile:
Fax:	Email:	

Event Details

Name of event:
Event dates:
Place of event:
Sport/activity type:
Category: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Open
1. What are the objectives of your participation in the event?
2. What will the event involve?

3. If your application is successful, how will you acknowledge the contribution of the Town?

- Written letter to the Town of Victoria Park and receipt of donation expenditure
- Within speech acknowledgement and receipt of donation expenditure

4. How many other individuals residing in the Town from your club /group have been selected for the same event?

Tax Information

Do you have an ABN? Yes No

- If yes, please supply your ABN
- If you are not registered for an ABN, do you agree to sign a 'Statement by supplier' form?
 - Yes No

Note: if you do not sign the 'Statement by supplier' form, 48.5% of your donation shall be withheld as determined by the Australian Taxation Office.

Are you registered for GST? Yes No

Note: it is a requirement that an invoice (inclusive of GST if applicable) is supplied to the Town should the donation application be successful.

Budget

Please supply a breakdown of the proposed income and expenditure for the project (ex.GST). Include additional categories that you consider relevant to your project in the table below. The Town must be advised of any variations to information supplied in this application.

Income	Amount
Applicant's contribution:	
Town of Victoria Park donation request amount:	
Grants and sponsorship (please list sources):	
Total income	\$

Expenditure	Amount
Airfare:	
Uniform:	
Accommodation:	
Transport:	
Other (eg. competition entry fees, equipment) please list:	
Total expenditure	\$

Statutory declaration (please check one category only)

Statutory declaration A

I, the applicant, certify that the information provided in the *Individuals – Donation application* is correct and agree to abide by the conditions outlined in the donation application guidelines.

Name:

Signature:

Date:

Or

Statutory declaration B

I, the parent /guardian, of the applicant under the age of 18 years understand that if the Town approves the application, my child / charge will abide by the donation conditions.

Name:

Signature:

Date:

Statutory declaration

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959.

Name:

Signature:

Date:

Endorsement

This section is to be completed by the relevant governing body of the sport or the umbrella organisation supporting the activity.

I certify that the information contained in this application is correct and that the applicant/s has been selected to represent an official Western Australia or Australian team.

How many other individuals residing in the Town of Victoria Park from your club or group have been selected to compete in the same event?:

Contact name:

Position / title:

Postal address:

Phone (office):

Email:

Signature:

Date:

Office use only

Donation approved? Yes No Donation amount: \$

Approving officer: Application number:

Unpaid debtor invoices Yes No

Unpaid rate debts Yes No

Outstanding acquittals Yes No