



# Activity and Fundraising Proposal

## Activity Coordinator/s details

Name/s of the activity Coordinator/s: \_\_\_\_\_

Name of organisation (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: hm ( ) \_\_\_\_\_ wk ( ) \_\_\_\_\_ mb \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

## Activity details

Name of activity: \_\_\_\_\_

Outline/description of activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Venue/location of activity: \_\_\_\_\_

Activity date: \_\_\_\_\_ Finish date: \_\_\_\_\_ (if applicable) Time: \_\_\_\_\_

Briefly outline what method/s of fundraising you intend to utilise: e.g) collection donations, raffle, etc:

\_\_\_\_\_

\_\_\_\_\_

Names of current or intended sponsors and/or products promoted or used:

\_\_\_\_\_

\_\_\_\_\_

Please tell us why you have chosen Legacy as your nominated charity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If known, please advise the name of your local newspaper: \_\_\_\_\_

## Budget details

What is your fundraising target? \_\_\_\_\_

Will another organisation benefit from the fundraising?  Yes  No

If yes please state which organisation: \_\_\_\_\_

Please provide information on how the income/proceeds will be allocated to Legacy:

(100% to Legacy / income less expenses / income split with other charity)

What % of funds raised will be given to Legacy? \_\_\_\_\_

**Please note:** It is a requirement of the ATO that activity organisers keep accurate records of income and expenditure. Additional information will be forwarded to you upon receipt of this application.

## Activity details

I would like to request the following support/assistance from Legacy

(Please note: We will contact you about your requirements. All support/assistance is subject to availability.)

- Borrow signage
- Donation boxes/tin hats
- Receipts (record of donation)
- Raffle tickets
- Use the Legacy logo
- Legacy representative at the event
- Legacy brochures/literature
- Other \_\_\_\_\_

## Guidelines and agreement

Legacy has established guidelines to ensure that your activity complies with fundraising regulations and upholds the values and principles of Legacy.

A copy of the guidelines will be forwarded to you upon receipt of this proposal and you will be required to sign an agreement prior to this activity being approved by Legacy.

## Thank you for your support of Legacy

Upon receipt of your activity proposal, it will be accessed and a meeting will be organised to further discuss the activity.

If you have any questions or to return this form please contact us on

**Phone:** 02 9248 9016

**Fax:** 02 8458 0727

**Email:** [nmc@legacy.com.au](mailto:nmc@legacy.com.au)

**Website:** [www.legacy.com.au](http://www.legacy.com.au)

**Mail:** Legacy National Marketing, Locked Bag 8, Queen Victoria Building, NSW 1230