



Community Fundraising Application

Thank you for your interest in raising money for Lort Smith. As a non-profit organisation that receives no government funding we rely heavily on the generosity of the community to help us continue to deliver essential and life-saving services to sick, injured and vulnerable animals.

Community Fundraising Application Form

Please complete and submit this form to fundraising@lortsmith.com

Event coordinator details

Title	
Full name	
Name of organisation	
Address	
Suburb	
State	
Postcode	
Contact number	
Email	

Event Information

Name of your event	
Event description	
Start date	
End date	
Venue address	
Suburb	
State	
Postcode	
How will the funds be raised? (eg. ticket sales, auction, sausage sizzle, morning tea)	

Support required from Lort Smith

Total estimated income <small>Please note that this is an estimation and not a guarantee</small>	\$
Percentage of net profit to be donated (if not 100%)	%
If not donating 100% of profits, please provide a brief description of where the balance of profits will be allocated	

Support required from Lort Smith

Please tick the following resources you may be using during your event and provide a brief description/quantity.

<input type="checkbox"/>	Lort Smith poster, social media tiles, banners
<input type="checkbox"/>	Use of Lort Smith Logo for public purposes

Authorisation

I _____ [event coordinator's name]

agree to comply with Lort Smith fundraising terms and conditions as outlined in the Community Fundraising Kit (See next page). When conducting my fundraising activity/event, I agree to comply with these terms and conditions in a matter that upholds Lort Smith integrity, professionalism and values. I understand my obligations to send the event proceeds to Lort Smith within 14 days of the conclusion of the event.

Signed: _____ Date: _____



OFFICE USE ONLY

Estimated donation:	
Money received (date):	Receipts issues (date):

Thank you for your application to fundraise on behalf of Lort Smith and wanting to help pets in need.

Please submit your completed form via:

Mail: 24 Villiers Street, North Melbourne VIC 3051
Attn: Lort Smith Fundraising Team

Email: fundraising@lortsmith.com

Once your event has been approved, you will receive notification by mail or email of your event authorisation, and all other relevant material and information.

Thanks again for supporting Lort Smith.

About Lort Smith

Lort Smith was built on its current site in North Melbourne in 1936 by the Animal Welfare League of Victoria. Our founder Louisa Lort Smith was passionately committed to caring for the animals of poor and disadvantaged people.

More than 80 years later, this is still the heart and soul of Lort Smith Animal Hospital.

Today we are the largest not-for-profit animal hospital in Australia with over 60 vets and 90 nurses. The hospital has 11 wards including an Exotic and Native Wildlife Unit. Our Adoption Centre cares for animals undergoing medical treatment and also provides shelter, adoption and fostering services for abandoned and relinquished animals.

Terms & conditions

The 'Fundraiser' is the individual or organisation holding the community fundraising activity or event on behalf of Lort Smith. The Fundraiser is not an employee, agent or direct representative of Lort Smith. Before you get started fundraising for Lort Smith, we will need to authorise your fundraising activity. The Fundraiser is not authorised to use Lort Smith as its beneficiary charity until you have received approval to fundraise from the Fundraising team. Lort Smith has the right to decline an application for an Authority to Fundraise, if the event or activity does not uphold the integrity, values or reputation of Lort Smith. After a fundraising activity or event has been approved by us, any changes made from the original details provided on the Agreement to Fundraise form must be reported to Lort Smith. This may require a new authorisation letter being distributed or withdrawal of approval. All aspects of the event must be conducted in the name of the Fundraiser. The Fundraiser has no right to the Lort Smith name, nor does the Fundraiser have permission to fundraise in the name of Lort Smith. Suggested wording to use is: "This event supports Lort Smith", "Community Fundraiser for Lort Smith". Examples of what is not acceptable is: "Lort Smith Trivia Night", "Lort Smith Fundraiser".

The Fundraiser must accept sole responsibility for all financial aspects, fundraising, record keeping and management of the event. Any expenditure must be recorded and must not exceed 40% of the gross proceeds, as outlined in the 1991 Charitable Fundraising Act. Proceeds from the event and copies of any receipts for expenses must be returned by the fundraiser to Lort Smith within 14 days of the conclusion of the event/activity.

Lort Smith will not be held liable for any injury, damage or loss sustained as a result of the fundraising activity or event. All aspects of financial and public liability and public safety are the responsibility of the Fundraiser. Please ensure that any space or venue used for your fundraising activity or event has the required public liability insurance, as it will not be covered by Lort Smith's public liability insurance.

The Fundraiser must ensure they obtain necessary permits required by councils for outdoor events or shopping centres. The Fundraiser is not permitted to fundraise on behalf of Lort Smith to the public via door-to-door appeals, street collections or telephone solicitation. The Fundraiser must obtain permission to use Lort Smith's logo on any printed materials or products. All printed material must be submitted to Lort Smith for approval prior to promoting the fundraising event or activity. Please allow up to 14 days for approval.