



**FOOTBALL SOUTH COAST LTD.**

**ABN: 82 133 401 868**

**Fraternity Club Commercial Centre**

**11 Bourke Street, (PO Box 105)**

**FAIRY MEADOW NSW 2519**

**Phone: 02 4285 6929**

**Fax: 02 4285 5625**

**10 September 2012**

## **Donations Request Policy**

### **Overview:**

Football South Coast Board, its staff, our members and our officials all recognise the importance of making a positive contribution to the communities that we work & live within. We see our contribution as being an integral part of our corporate & social responsibility.

Our contribution to the Community is founded on four key areas:

***Healthy Living · Community Welfare · Social Inclusion · Youth Development***

The following Donations Request Policy has been developed as a way to create transparency, consistency and fairness to those in our community asking FSC for help & support.

FSC receives a large volume of requests for assistance/help, and although FSC Board attempt to fulfill as many of these requests as humanly possible in a sympathetic manner, clearly FSC does not have the financial capacity to satisfy every request for donation or assistance. Hence the creation of this transparent & focused Policy.

### **Eligibility**

- FSC will place the highest priority on requests for assistance/donations to formally registered charitable organisations.
- FSC will place a higher priority on requests for assistance/donations where the nomination of a small number of direct beneficiaries is openly & clearly identified and with whom a relationship can be built over time.
- FSC may place some low priority to support non-charitable organisations AND when the end-use of FSC funds are fully known and formally disclosed.
- FSC Policy enforces that although *FSC Board may wish* to support or donate to a registered charity, the donation or support **should not serve any exclusive personal interests**.
- FSC Policy will dictate that **no contribution** to a single organisation can be **in excess of \$2,500 per calendar year**.
- FSC encourage individuals to direct enquires for support to their relevant football council
- FSC will not generally make donations for fundraising campaigns. However it does encourage clubs and football councils to undertake fundraising activities to support such initiatives and will be of assistance if needed.

### **Non-Eligibility**

FSC **does NOT** fund the following kinds of requests:

- Individual Pursuits
- Political parties or candidates
- Religious organisations
- Service clubs
- Clubs and troops
- Goodwill Advertising
- Advocacy or special interest groups
- Conferences or meetings
- Fundraising activities (i.e. charity runs)
- Ticket purchase for fundraising activities
- Professional solicitors

## Application Process for Donations

1. A written request must be made on the organisation's letterhead.
2. Background information on the organisation to include, but not be limited to:
  - a. Name of Registered organisation, ABN, address, telephone number, fax, P.O. box
  - b. Contact person, address, telephone & fax numbers, email address
3. The specific dollar amount of funds requested & the specific proposed use of those funds.
4. If the request is related to an event, provide the event name, date, time, location, table and individual ticket prices, sponsorship levels and costs, entertainment, program journal advertisement sizes and deadlines, confirmed sponsors, guests of honor, guest speakers, auction and purpose of the event.
5. Deadline for FSC Board consideration & response.