

Landcare Victoria Inc.

## Deductible Gift Recipient (DGR) Fund



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### FUNDRAISING FOR LANDCARE VICTORIA MEMBER GROUPS

Landcare Victoria has established a Deductible Gift Recipient (DGR) Fund called the **Landcare Victoria Fund** (referred to hereafter as “the DGR fund” or “the fund”) that allows for tax-deductible donations in support of landcare.

Landcare Victoria Member Groups may utilise the fund in support of their own fundraising activities subject to the procedures and conditions outlined in this document.

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### PROCEDURES AND CONDITIONS

#### Member Group Fundraising Registration

Member Groups wishing to use the DGR fund must register with Landcare Victoria prior to their first use of the fund (see attached form).

#### Donations in favour of your Member Group

Member Groups are invited to advise donors that they may make online donations to the DGR fund via the Landcare Victoria fundraising page. At the time of donating, the donor may express a preference that the funds be used to support your group.

#### Fundraising Methods

Contributions to the DGR fund must be genuine gifts made without any expectation of a benefit in return.

#### Donation Receipts

Upon donating, the donor will be issued an automated receipt providing the information needed to claim a tax deduction for the donation. Tax deductions may be claimed only on donations of more than \$2.00.

#### Management of the DGR Fund

Use of funds in the DGR account is a decision of the Public Fund Committee (the Landcare Victoria Inc. Board). Donors may express a preference that the donation be directed to particular use, but this cannot be a condition of the donation. However, the Landcare Victoria Public Fund committee anticipates that it will honour clearly expressed preferences of this type unless extraordinary circumstances arise.

#### Use of Donated Funds

Donations made to the DGR fund may only be used to support the purposes of the Association. These are defined in Rule 2 of the Landcare Victoria Rules:

- 2.1** *The Association exists to be a charity whose purpose is the protection and enhancement of the natural environment in Victoria. The Association’s purpose will be achieved through:*
- a)** *encouraging and facilitating community based, cooperative, multi-disciplinary approaches to caring for the land, by groups of like-minded people;*
  - b)** *providing a strong voice on behalf of Landcare in Victoria; and*
  - c)** *promoting sustainable land and water management practices which balance economics and ecology as well as productivity and resource protection*

If the DGR fund provides funds from donations made in your Member Group's favour, you are bound by this requirement.

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### Disbursement of donated funds to your Member Group

Donations made in favour of your Member Group will be disbursed monthly to the account you nominate provided that these accumulated funds exceed \$100. Payments from the fund of more than \$25,000 must be approved by the Public Fund Committee, possibly delaying payment. If extraordinary circumstances exist, an earlier payment may be negotiated.

### Fees

An administrative fee will be retained by Landcare Victoria, being 5% of the donated funds received, up to a maximum of \$500 per disbursement from the fund.

The donations platform used by Landcare Victoria will charge a transaction fee of 1.5% which donors may elect to cover. This fee is capped at \$25 for donations by bank transfer and is uncapped for donations made by credit card. By prior arrangement, donations in excess of \$1500 may be made directly to the DGR fund by EFT or cheque.

## FAQs

### Will we be able to thank our Donors?

Yes. The donations platform used by Landcare Victoria will record the name, email address and amount donated. Where donors have expressed a preference to support your Member Group, Landcare Victoria will provide this data to you so that you may thank them for their donation. Landcare Victoria will also retain this information and may use it to contact donors on its own behalf.

### Can we run our own campaign branded with our logo?

Yes. You may encourage donors to support your Member Group in your own name and using your own logo, for example through social media and printed flyers. Your donors will be directed to the Landcare Victoria donations page where they may express support for your Member Group.

### Can my donors make regular periodic donations?

Yes, the donations platform allows for recurring donations. Donors will receive a receipt via email after every donation gets processed, as well as an annual summary at the end of each financial year.

### Can donors indicate their preference to support particular activities?

No. Preferences are limited to nominating a Member Group.

### Can we collect cash donations and contribute pooled donations to the DGR fund?

No. We are unable to delegate the issue of Landcare Victoria receipts for cash donations. This means donations made in this manner could not be used as a tax deduction.

### Can we arrange for our Landcare Group membership fees to be tax-deductible?

No. A membership fee is a payment for service and is therefore not treated as a donation.

### Can we sell tickets to events like a fundraising dinner with the ticket price being tax-deductible?

Possibly. There are strict rules about what may be claimed as a tax deduction for fundraising events of this type. You should discuss any plans of this nature with Landcare Victoria before proceeding.

*If you have any further questions, contact Landcare Victoria ([info@landcarevictoria.org.au](mailto:info@landcarevictoria.org.au) or 03 9034 1940).*

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# Deductible Gift Recipient (DGR) Fund Registration Form



## MEMBER GROUP DGR FUND REGISTRATION

This form must be completed and returned to Landcare Victoria before a Member Group may use the DGR fund to receive tax-deductible donations.

<b>NAME OF MEMBER GROUP</b>	
<b>NAME OF GROUP CONTACT PERSON</b>	
<b>CONTACT EMAIL FOR CORRESPONDENCE</b>	
<b>CONTACT EMAIL FOR PAYMENT RECEIPTS</b>	

## BANK DETAILS FOR DONATIONS TO YOUR MEMBER GROUP

Please ensure your Member Group's banking details are complete and correct to facilitate the transfer of donations from the DGR fund to your group's account.

<b>ACCOUNT NAME</b>			
<b>BSB</b>		<b>ACCOUNT NUMBER</b>	

## DECLARATIONS

I confirm the bank account provided in this registration is operated by the Member Group.

I confirm that our Member Group will not provide any service or other benefit in return for any donations made to the Landcare Victoria Fund.

I undertake to ensure that any donated funds provided to my Member Group will be used solely for the purposes described in Rule 2 of the Landcare Victoria Rules of Association.

I understand that although donors may indicate a preference that their donation support our Member Group and that this will normally be honoured, it is not legally binding on the Landcare Victoria Public Fund Committee.

I understand that unless offered confidentially, the identity and contact details of donors to our Member Group will be provided to our Member Group and that Landcare Victoria may also use this information for its own fundraising purposes.

I understand that Landcare Victoria Inc will retain a 5% administrative fee, capped at \$500 per disbursement from the fund.

This form must be signed by two committee members of the above-named Landcare Victoria Inc Member Group, **OR** alternatively, signed by at least one committee member and returned along with supporting evidence to confirm the bank account belongs to the Member Group or its auspisor (such as a partial bank statement which includes the account holder's name, BSB and account number).

<b>FULL NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>FULL NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Please return to Landcare Victoria Inc by email or post (details below).