

# CLUB DONATIONS FORM

Please complete all information is completed regarding your request to ensure we are able to provide a prompt response.

When submitting a request we ask for the following documentation to be completed:

- Club's Donation Request Form
- Accompanying descriptive letter regarding the reason for donation request, if you are writing on behalf of an organisation we require the letter to be on your organisation's official letterhead.

We ask that both documents are forward by one of the following methods:

- Mail to PO Box 45, Old Bar NSW 2430
- Emailed to [nicole@cluboldbar.com.au](mailto:nicole@cluboldbar.com.au) or
- Delivered to the Club's Office at 1 Belford Street, Old Bar NSW 2430 marked to the attention of the Chief Executive Officer

Name of your organisation:

Contact Name:

Title:

Phone Number:

Email:

Mailing Address:

Has Club Old Bar or Club West provided a donation or Club Grant previously?

YES  NO

If yes, please provide details

Date donation is required:

Donation Type:

Monetary  In-kind

Amount Required/  
Estimated Cost:

Please tell us about your organisation/charity

Please describe the purpose of the donation (e.g. conference, raffle, etc.)

Please describe the value to the Community of Old Bar/ Taree and the amount of people the donation could reach.

How can Club Old Bar or Club West be involved?

How will Club Old Bar or Club West be promoted prior to, during and after the event.

**The information provided on this Donations Form is correct to the best of my knowledge.  
If the donation request is approved, I will use the donation for the purposes as listed in  
this Donations Form.**

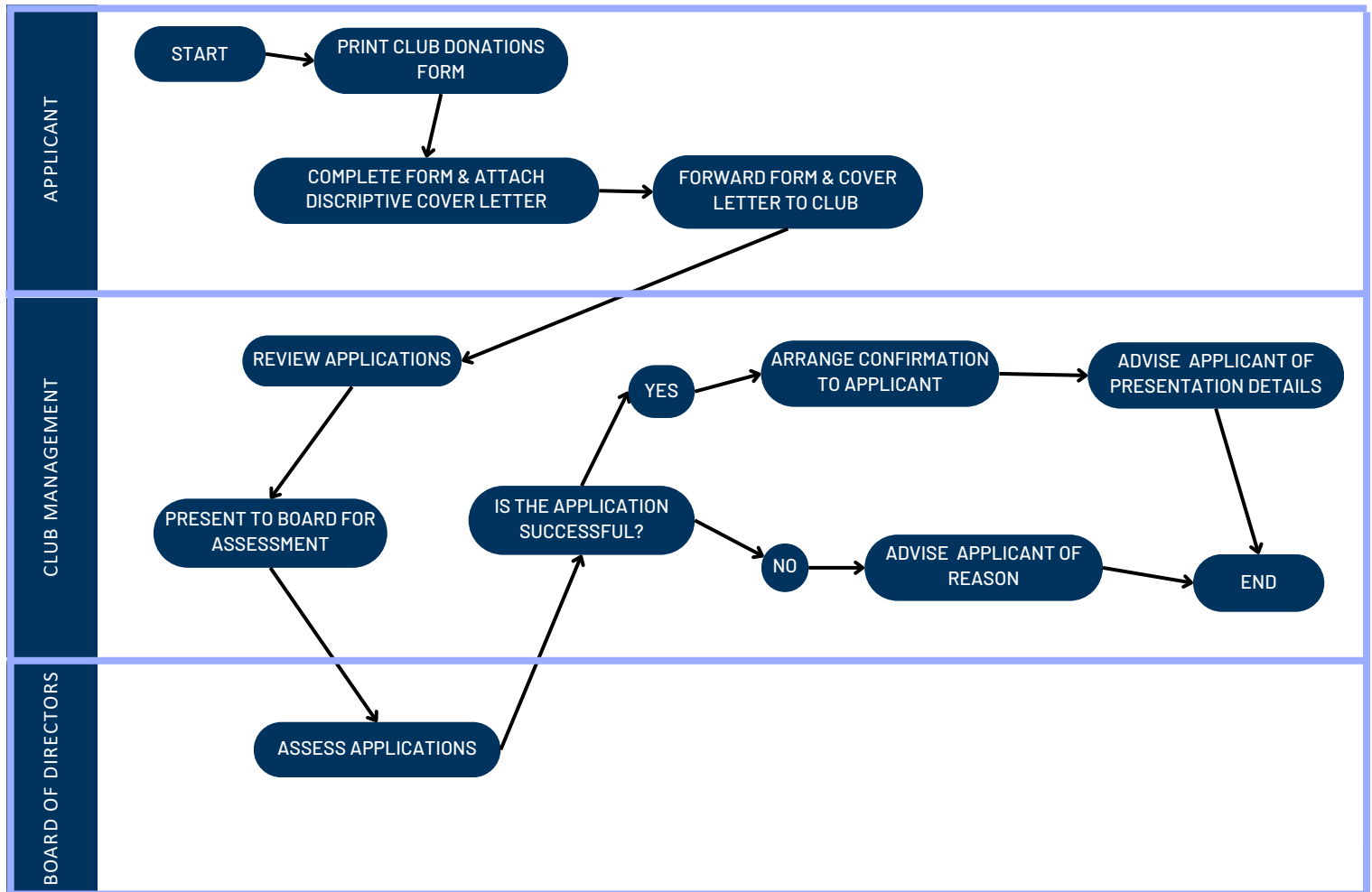
**I agree to provide a report upon use of the donation to the Board of Directors.**

**Signature**

**Date**

**Name**

**Title**



## Reporting and Acknowledgement

A condition of approval of donation funding is to provide a report to the Board of Directors. The format of the report depends of the value requested as follows:

AMOUNT	REPORTING METHOD	REPORTING SCHEDULE
Up to \$500 (cash)	Receipt	On completion of the project
Up to \$500 (in-kind)	Letter of acknowledgement from recipient	On completion of the project
\$500 up to and including \$5,000 (cash and in-kind)	Funding Report	On completion of the project
Over \$5,000 (cash and in-kind)	Funding Report + Statutory Declaration	One progress report and on completion of the project
Over \$10,000 (cash and in-kind)	Club and benefiting organisation must enter into a funding agreement / formal contract.	Up to two progress reports, up to one formal presentation to the Board and on completion of the project