



# HOW TO HELP THE GARVAN THROUGH FUNDRAISING



GARVAN  
RESEARCH  
FOUNDATION

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# THANK YOU FROM THE CEO

I would like to formally thank you for thinking about raising funds for the Garvan Institute of Medical Research.

We are very grateful to the many individuals, community groups, organisations and companies that support Garvan's vital research by hosting external events or activities to raise funds for medical research.

Garvan researchers work very hard and as a result attain funding through competitive Government grants. However, these grants do not cover the full cost of research. In fact, for every \$1 received by Garvan in grants, we must raise another \$0.70 to fully achieve the potential of our research. That is why the fund raising efforts of the community are so vital.

This guide is to make it easy for you to meet all requirements under the various State laws regarding collecting funds for Garvan. This guide will also help you to make your event a great success.

I sincerely thank you for all your efforts.

Kind regards,



Andrew Giles  
Chief Executive Officer

**Garvan Research Foundation**



# FUNDRAISING IDEAS

Fundraising can be fun and a rewarding team building exercise, while raising money for Garvan. Some examples of activities you can organise are:

**Golf/Sports Day Art Exhibition Car Wash Fete Dinner**  
**Pyjama Party Custom-Labelled Wine Trivia Night**  
**School Fair Barefoot Bowls Morning Tea/Lunch**  
**Talent Quest Fashion Parades Movie Premiere Mufti Day**  
**Black-Tie Ball Auction Concert Sausage Sizzle**  
**Day at the Races Workplace Giving**

Start up a team and join some of Australia's biggest community events.

**City2Surf – Sydney Sydney Running Festival – Sydney**  
**City2Sea – Melbourne City to Surf – Perth**  
**City-Bay Run – Adelaide Gold Coast Marathon – Gold Coast**  
**Bridge to Brisbane – Brisbane Noosa Triathlon – Noosa**  
**Gong Ride – Wollongong Half Ironman Triathlon – Port**  
**Macquarie Kokoda Historical Trek Host a Garvan**  
**High Tea 'Put Your Foot Down' Walk – Australia wide**

 For more information on upcoming events visit Garvan's facebook page or website.

# AREAS WHERE YOU CAN HELP

Your generous donation will go a long way to help Garvan continue its world-leading biomedical research, pioneering study into some of the most widespread diseases affecting our community today.

In recent years, significant breakthroughs have been achieved by Garvan scientists in the understanding and treatment of diseases.

Garvan's research is diverse, exploring the interplay of different body systems and organs in the disease process, with a view to developing cures for major diseases that afflict millions.

Research topics fall under some broad groupings including: Cancer, Diabetes and Obesity, Immunology, Neuroscience, Osteoporosis and Bone Biology.

## **CANCER RESEARCH**

- Breast cancer
- Prostate cancer
- Lung cancer
- Colorectal cancer
- Ovarian cancer
- Pancreatic cancer

## **DIABETES & OBESITY RESEARCH**

- Type 2 diabetes
- Eating disorders
- Prader-Willi syndrome

## **IMMUNOLOGY RESEARCH**

- Asthma
- Type 1 diabetes
- Rheumatoid arthritis
- Lupus
- Sjögren's syndrome

## **NEUROSCIENCE RESEARCH**

- Alzheimer's disease
- Parkinson's disease
- Hearing loss
- Anorexia
- Motor neurone disease
- Spinal injury

## **OSTEOPOROSIS & BONE RESEARCH**

- Osteoporosis

# STEPS TO START FUNDRAISING

## QUESTIONS:

If you would like to hold a fundraising event for Garvan, contact our office on 02 9295 8108 or email [pec@garvan.org.au](mailto:pec@garvan.org.au) and have a chat with Kylie Sherwood-Kelly about your ideas and plans.

## READ

Read through the Garvan Fundraising Guidelines and fill in our Proposal to Raise Funds form in this guide, then send it back to our office for endorsement. Any questions you have about the form can usually be answered by a phone call or email.

## CONFIRMATION

Andrew Giles (CEO) will personally review, approve and provide you with a formal Authority to Fundraise Letter. Garvan will also issue you with a Supporter ID. This ID should be listed in all correspondence and is vital when it comes to banking the funds you will be raising. This ensures that we can give you full credit for your hard work.

## PLAN

Once you have received your authorisation you can work with Kylie Sherwood-Kelly who will assist you to list your event on our website and facebook page. We can also supply you with resources including media release templates and our logo to assist with making your event a success.

## ENJOY

While enjoying your event, remember to recognise your sponsors and supporters, for assisting with the event.

## CONCLUDE

Once you have finalised all donations, forward the funds (along with any receipt books) back to our office. Remember to send photos with a brief wrap up of the day to [pec@garvan.org.au](mailto:pec@garvan.org.au) so we can share your success with the Garvan community.

# GETTING STARTED FUNDRAISING

Even before registering your event with Garvan, it's recommended you start planning. Here are some helpful tips to keep in mind.

## 1 WHEN

Ensure that you give yourself enough time to fundraise. Investigate possible dates to make sure that it does not clash with any major event or activities which may be held in your community.

## 2 WHERE

Think about important things associated with the location:

- Is it accessible to public transport or is appropriate parking available?
- Will the venue be able to accommodate the estimated numbers?
- Will there be a fee, or do you require permission from a local council or other authority?
- Is the venue available on your preferred date?

## 3 WHO

- Decide on target audience – who are you hoping to reach?
- How will you advertise the event to your target audience?
- Allow plenty of time.
- Ensure people are aware of the reasons for your event.
- Can you recruit volunteer committee of friends and family to assist you with the running and organising of the event?

## 4 PLANNING

Remember to start from the date of your event and work backwards. It will make it easier for you to start a timeline and set deadlines. Start thinking of ideas that could increase numbers such as:

- Set yourself a fundraising target and track your progress. By sticking to your budget you can make sure you do not spend more money than you raise.
- Will local businesses donate to a raffle or auction? Please note that donation of raffle or auction prizes are not considered as a tax deductible item.
- Local business sponsorship – as an example, local businesses could sponsor holes at a golfing event.
- Arrange entertainment such as bands, clowns or an MC.
- Can you organise a special guest to attend on the day?

PLEASE NOTE: GARVAN IS UNABLE TO APPROACH CELEBRITIES ON YOUR BEHALF.

## 5 FINALISE

Funds must be given to Garvan within two weeks of completing your fundraising event. There are various ways to do this:

- Direct deposit
- Credit card
- Cheque or money order.

For more information, please refer to depositing donations information on page 8.

# WHAT GARVAN CAN PROVIDE

## MEDIA

We can help with attracting media attention by supplying a number of media release templates and fact sheets that you can take to your local media outlets.

## WEBSITE

We can promote your event in the event section of our website:

[www.giving.garvan.org.au](http://www.giving.garvan.org.au)

## FACEBOOK

We can promote your event in the event section on our facebook page.

## POSTERS

We have a range of posters that you can use to profile your event.

## LOGO

We can provide you with our Garvan Research Foundation supporter logo for your promotional material. Our logos are registered trademarks and are protected by law and must not be changed or modified in any way. Final design is to be sent to Garvan Research Foundation before use.

## RECEIPT BOOKS

We can also provide you with tax deductible donation books that can be used to provide a receipt to people making donations of \$2 or more to Garvan.

## PRINTED MATERIAL

Garvan can provide information leaflets, fact sheets and donation forms on request. Please refer to the Proposal to Raise Funds form on the following page (9).

## MERCHANDISE

Garvan has merchandise available for you to sell at your event.

We can assist you with all these resources once your event has been approved.

## DEPOSITING DONATIONS

There are a number of ways to deposit the funds you have raised:

IMPORTANT: All deposits must be 'tagged' with your Supporter ID number (which is marked at the top of your authorisation letter) so Garvan can identify your event on the bank statement. Funds raised must be provided to Garvan within 14 days of the conclusion of your event or activity.

- Credit card securely online at any time
- Credit card over the telephone, please quote your Support ID and advise that this is for your community event.
- Cheque/Money order made payable to Garvan Research Foundation.
- Mail your cheque or donation coupon to:
- Or EFT:

**Garvan Research Foundation**  
Reply Paid 68593  
DARLINGHURST  
NSW 2010  
No stamp is necessary

**Garvan Research Foundation**

- When making an electronic funds transfer, remember to put your Supporter ID in the description eg. K.Sherwood CEVENT

- Email: [foundation@garvan.org.au](mailto:foundation@garvan.org.au) with your name and address for receipting purposes once transfer has been completed.

Account Name:  
**Garvan Research Foundation  
Gift Account**

BSB: 082-057  
Account No: 567562610



# PROPOSAL TO RAISE FUNDS FOR THE GARVAN INSTITUTE OF MEDICAL RESEARCH

## APPLICANT'S CONTACT DETAILS

Title:  First name:  Surname:

Organisation's name (if applicable):

Address:

Suburb:  State:  Postcode:

Phone:  Fax:  Mobile:

Email:

## EVENT DETAILS

Name of fundraising event:

Proposed date and time:

Address of event:

Venue name (if applicable):

Description of event:

Anticipated number of participants:

Target audience:

Fundraising strategies:

Ticket sales  Raffles  Auction  Merchandise sales  Other

Do you have or will you be seeking Public Liability Insurance for your event/activity?  No  Yes

(If you already have Public Liability Insurance, please attach documentation)

## FINANCIAL DETAILS

Anticipated income:

Anticipated expenditure:

Will you be giving a percentage of the proceeds to other charities:  No  Yes

If yes please state the name of the organisation and indicate the % for GRF:

Will you require assistance from Garvan to process payment / donations:  No  Yes

## SUPPORT INFORMATION

Would you like Garvan to assist in promoting your event?:

Please tick the outlets through which you would like us to advertise your event. Please note that only events open to the public can be advertised.

Garvan facebook event page  Garvan website (upcoming events page)

## PRINTED MATERIAL REQUIRED:

- Garvan information leaflets Qty:   Garvan newsletter Qty:
- Garvan donation forms Qty:   Garvan poster or banner for the event (limited quantities available)
- Garvan receipt books Qty:
- Garvan disease fact sheets Qty:
- General or  Specific (choose from options, below)
- Asthma  Alzheimer's disease  Anorexia nervosa  Breast cancer
- Bowel cancer  Hearing loss  Lupus  Osteoporosis
- Ovarian cancer  Parkinson's disease  Prostate cancer  Rheumatoid arthritis
- Sjögrens syndrome  Type 1 diabetes  Type 2 diabetes

Do you intend to use the "Supporting Garvan Research Foundation" logo?  No  Yes

If yes, please read all Brand Guidelines sent with the logo. Final design is to be sent to Garvan Research Foundation for final approval.

## DECLARATION

I,

Accept the terms and conditions of the Garvan Research Foundation Fundraising Guidelines located on the last two pages of this document. I have read and agree to abide by the Garvan Research Foundation Guidelines and, to the maximum extent permitted by law, indemnify Garvan Research Foundation, its employees, volunteers, and all sponsors from and against all liabilities, claims, damages, suits, expenses, causes of action, injuries, losses or inconvenience of any description whatsoever arising in any way for the fundraising activity/event that is the subject of this application. I also hereby declare that all information supplied for this request, with the intention of raising awareness of Garvan Institute of Medical Research and conducting a fundraising activity for Garvan Research Foundation, is truthful and accurate and that in conducting the fundraising activity/event outlined in this expression of interest form, I am in compliance with all relevant State or Territory laws relating to fundraising.

Applicant Name:

Applicant Signature:

Date:

**SAVE &  
PRINT**

**SAVE &  
EMAIL**

## INTERNAL USE ONLY:

Approved by CEO:  No  Yes

Signed:

Date:

Approval pack sent  Internet support complete  Follow up  Entered on database

Requested items sent  Funds received  Supporter ID:



Please return signed form to:

Public Engagement Coordinator  
**Garvan Research Foundation**  
Level 4, 384 Victoria Street  
Darlinghurst NSW 2010  
Email: pec@garvan.org.au  
Ph: 02 9295 8108  
Fax: 02 9295 8507

## TERMS AND CONDITIONS

### Are there any financial and administrative responsibilities as a Community Fundraiser?

WHEN YOU AGREE TO BECOME A GARVAN COMMUNITY FUNDRAISER, YOU AGREE TO BE RESPONSIBLE FOR THE ADMINISTRATION AND FINANCES RELATED TO THE STAGING OR CONDUCT OF YOUR ACTIVITY.

IT WILL BE YOUR RESPONSIBILITY TO:

- SEEK THE REQUIRED PERMITS RELATING TO ACTIVITIES SUCH AS RAFFLES, LOTTERIES, AUCTIONS ETC
- COLLECT, HOLD IN A SECURE ENVIRONMENT AND RECONCILE THE FUNDS RELATING TO ANY FUNDRAISING ACTIVITIES UNDERTAKEN
- RECONCILE THE SALE OF ANY GARVAN RELATED MERCHANDISE
- RETURN ANY UNSOLD GARVAN MERCHANDISE THAT WAS RECEIVED AS PART OF YOUR ACTIVITY
- IT IS THE POLICY OF THE GARVAN THAT AN EVENT SHOULD AIM TO RETURN 60% OF INCOME TO THE CHARITY. THIS MEANS THAT EXPENDITURE SHOULD REMAIN AT NO MORE THAN 40% OF TOTAL INCOME. IF THE LATTER EXCEEDS 40% THE ORGANISERS SHOULD BE ABLE TO CLEARLY SHOW WHERE THE ADDITIONAL INCOME WAS REQUIRED AND WHY (E.G. HIRE OF VENUE BECAUSE SPONSORSHIP DID NOT REACH ITS TARGET, OR TICKET SALES DID NOT ACHIEVE TARGET). THIS DOES NOT APPLY IF YOUR EVENT IS NOT BEING HELD SPECIFICALLY TO RAISE MONEY FOR GARVAN BUT IS A COMPANY OR ALREADY EXISTING EVENT
- PAY ANY INVOICES RELATING TO YOUR EXPENSES AND ENSURE THAT THEY ARE NOT TO BE ADDRESSED TO THE GARVAN

### Legal implications

- THE EVENT MUST BE CONDUCTED AND CONFORM WITH THE BEST PRACTICE GUIDELINES FOR CHARITABLE ORGANISATIONS RELEVANT TO YOUR STATE
- INSURANCE REQUIREMENTS E.G. HOLDING A MINIMUM \$20MILLION PUBLIC LIABILITY COVER
- THE ORGANISERS WILL INDEMNIFY THE GARVAN FROM AND AGAINST ANY CLAIMS FOR INJURIES OR DAMAGE ARISING AT OR FROM THE ACTIVITY – GARVAN TO BE NOTED AS AN INTERESTED PARTY
- OBTAIN OTHER LICENCES REQUIRED E.G. LOCAL COUNCIL APPROVALS
- WHEN THE GARVAN AUTHORISES YOUR ACTIVITY, IT IS RECOGNISED AS BEING RUN TO SUPPORT THE GARVAN AND THEREFORE YOU, AS THE ORGANISER, MUST PROPERLY ACCOUNT FOR ALL INCOME /EXPENSES INCURRED AS WELL AS ENSURING THAT THE ACTIVITIES AND ACTIONS ARE APPROPRIATE
- THE INFORMATION YOU SUPPLY TO THE GARVAN WILL ALSO BE PROVIDED TO THE RELEVANT GOVERNMENT AGENCIES IN YOUR STATE UPON REQUEST SHOULD LICENCES BE REQUIRED.

## HOW CAN GARVAN SUPPORT MY ACTIVITY?

### There are certain areas where Garvan can assist your events/initiatives and these include:

- Fact sheets about Garvan and its work;
- Promotion on our website and Community Fundraising section;
- Provision of letters/documents verifying you/your organisation as an 'Approved Garvan Fundraising Supporter' to assist you when approaching potential sponsors/supporters;
- Tips for effective and successful fundraising ideas;
- Links to relevant information on fundraising legislation and regulations.

### Please note that Garvan cannot provide assistance with:

- Provisions of any Garvan related database for promotion or marketing purposes;
- Prizes for your fundraising activities;
- Applying for relevant permits, licences or insurance covers related to third party activities;
- Garvan staff to run the events;
- Sale of tickets, products or services as part of your initiative;
- Reimbursement of event related expenses;
- Financial contributions to any event related promotional material or equipment.



**GARVAN  
RESEARCH  
FOUNDATION**

**Garvan Institute of Medical Research**

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[www.giving.garvan.org.au](http://www.giving.garvan.org.au)