

## Application form for **LOCAL** donation partners to appear on the TOMRA Reverse Vending Machines

Important notes:

- 1- Check if your organisation is eligible (see section 1.a) and read the “General Information about Donation Partners” (see section 8 at the end of this form).
- 2- Only use this form if you are requesting a position as a **local** donation partner. A different form is available to request a position as a **major** donation partner.
- 3- Complete and submit this application form, together with the required supporting documentation, and email it to [donations.qld@tomra.com](mailto:donations.qld@tomra.com)
- 4- Responses without the required supporting documentation including your ‘Awareness and Promotion Plan’ will not be considered.
- 5- Once your application is assessed, and if your organisation appears to satisfy all the eligibility criteria, we will provide you with TOMRA’s standard legal agreement for you to review and sign.

### 1. About Your Organisation

#### a. Eligibility

Select which of the following primary eligibility criteria applies to your organisation.

Your organisation:

- Is currently registered as a charity in Queensland
- Is a registered school (public or private but not-for-profit) in Queensland
- Is a community, education or environmental organisation that is incorporated as a not-for-profit organisation either under the Associations Incorporation Act 1981 (QLD) or as a company limited by guarantee.
- Is a sporting club that is incorporated as a not-for-profit organisation either under the Associations Incorporation Act 1981 or as a company limited by guarantee and which can demonstrate an affiliation with a recognized state sporting organisation. **Sporting clubs** must also provide information about your affiliation with a recognized state sporting organisation.

**If none of the above criteria applies, your organisation is NOT eligible to become a local donation partner.**

**Please do not proceed with this eligibility assessment.**

#### b. Details of your organisation

<b>Your Organisation’s name</b> <small>(name of the organisation applying to be featured on the Reverse Vending Machine)</small>	
<b>ABN Number</b> <small>(required)</small>	
<b>Other Name*</b> <small>(if different to the name of organisation applying or if the ABN listed above is the one of your parent organisation)</small>	

<b>Incorporation Number</b> (only required if registered as an incorporated association)	
<b>Community Benefit(s) / Community Focus</b>	<input type="checkbox"/> Community Services <input type="checkbox"/> Education <input type="checkbox"/> Sport <input type="checkbox"/> Health / Mental Health <input type="checkbox"/> Animal Welfare / Environment <input type="checkbox"/> Other: _____
<b>Street Address</b>	
<b>Suburb</b>	
<b>Postal Address</b> (if different)	
<b>Website Address</b>	
<b>Today's Application Date</b>	

\*If the ABN stated above belongs to a parent organization, you must provide us with a separate letter signed by the parent body / Head Office confirming each one of the 4 points listed below:

- the local branch applying to the scheme is an affiliated member of the parent organization;
- is authorised to quote the ABN of the parent body;
- is a "not-for-profit" and authorised to fundraise;
- the parent organization must also confirm the contact name of the person applying.

c. Deductible Gift Recipient Status with the Australian Taxation Office

Please tick this box if your organisation has obtained the DGR status with the Australian Tax Office.

d. Bank Account Details

Please provide a proof of bank account information for the crediting of funds to your account.

<b>Account Name</b>	
<b>BSB</b>	
<b>Account Number</b>	

For your own security, select **one** of the following formats:

- Pre-printed bank deposit slip
- Bank Statement Header (removing any transaction information)
- Bank Information in PDF Format on Company Letterhead signed by appropriate Management

Note: Australian organisations without an ABN must submit a Statement by a Supplier (reason for not quoting an ABN to an enterprise): [www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)

## 2. About the Person Applying

<b>Contact First &amp; Last Name</b>	
<b>Position / Title</b>	
<b>Email Address</b>	
<b>Phone number #1</b> (landline)	
<b>Phone number #2</b> (mobile)	
<b>Please provide one additional contact name &amp; ph. number</b>	

## 3. Local Presence

Local donation partners must be organisations with a predominantly local presence that can demonstrate a broad community benefit within the local area or the municipal area in which the proposed reverse vending machine(s) is (are) located. Funds raised through the scheme **must** remain in the community.

Please provide below a brief description of your organisation to demonstrate that it fulfils these criteria:

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**4. Your Local TOMRA Recycling Centre / Container Refund Point**

Please specify the TOMRA Recycling Centre / Collection Refund Point closest to your organisation's area.

<b>My Local TOMRA Recycling Centre / Container Refund Point</b>	
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**5. Display Name on TOMRA Reverse Vending Machine**

Due to how the Reverse Vending Machine displays names on our screens, there is a limit of 26 characters including spaces. Display name must be lower case and cannot include anything but letters or numbers.


Note: TOMRA reserves the right to not use any name that is not the registered name of the organisation or a business name or trademark owned by the organisation.

**6. Funds Raised Through the Scheme**

Please provide below a brief description of how the funds raised via Containers For Change will specifically be used for in your community:

## 7. Awareness and Promotion Plan

Please provide a brief 'Awareness and Promotion Plan' that demonstrates how you would go about encouraging supporters of your organisation and members of your community to use TOMRA Container Refund Points and to donate the proceeds to your organisation.

- Your response only needs to be a summary of ideas. Bullet points are preferred. If your plan exceeds the section below, please provide a separate A4 page.
- There is no expectation that your organisation would commit to spending funds – efforts are sought only from your existing networks and resources for creating publicity and awareness.
- Organisations that engage with their community the most do raise more funds.
- If you are planning a specific campaign or seeking a specific date, please provide details at the beginning of your plan.

## 8. General Information about Donation Partner Arrangements

TOMRA Reverse Vending Machines (RVM) operating in QLD can feature up to four potential donation partners for users (consumers returning containers) to choose from – as well as offering electronic cash transfer and voucher options.

- There are two types of donation partners including:
  - Major donation partner: state-wide or international not-for-profit organisation who will appear as a donation partner on Reverse Vending Machines across all Queensland, and;
  - Local donation partner: local, not-for-profit organisation who will appear as a donation partner on reverse vending machine(s) in their local town, suburb, municipality or similar region.
- Donation partners will be rotated on a regular basis – usually on a three-monthly basis but as may be agreed with donation partners from time to time. Local donation partners may be rotated more frequently (for example to align with local drives, awareness raising activities, school visits or other events).
- Completed application forms will be acknowledged soon after receipt. Respondents will be advised of the success or otherwise of their request within 30 days, and generally before one month prior to the commencement of the next cycle of donation partners. Our donation partner intake is ongoing and we welcome applications at any time. TOMRA reserves the right to exercise a cut off for considering eligibility assessments for any three-month cycle up to one calendar month before that cycle commences in order to finalise relevant evaluations, contracts and operational considerations. Any requests received subsequently will be considered for the following donation partner cycle.
- TOMRA has a standard form of legal agreement which donation partners are expected to sign. This legal agreement sets out relevant requirements and expectations including the duration and location of the organisation's presence as a donation partner. The agreement outlines TOMRA's payment and reporting obligations to donation partners, as well as giving TOMRA permission to collect donations (and where appropriate, issue tax deductible receipts) on behalf of the donation partner.

## 9. Supporting Documents Checklist

When submitting your completed eligibility assessment form by e-mail, please be sure to also attach (as PDF files) the **documents that are relevant to your organisation**:

- Evidence of your registration as a Charity / Not-for-profit organisation in Queensland.
- Evidence of your registration as a sporting club or other community, educational or environmental organisation.
- Evidence of your incorporation as a not-for-profit Association / Company limited by guarantee in Queensland.
- Your Awareness and Promotion Plan
- Letter from the parent organisation (if required)
- One proof of bank details

## 10. Acknowledgment

Tick the box below to if you have read and agree with the following statement:

- I have read the eligibility criteria that apply specifically to local donation partners. I believe my organisation satisfies all those criteria and I am aware the organisation will be required to enter into an agreement to that effect.