



THE NEWSLETTER OF THE AUSTRALIAN SPORTS FOUNDATION

From the Manager

The team at the Australian Sports Foundation (ASF) is committed to working with sport and communities to turn sports development ideas into reality. Our two most popular project categories are 'facility development' and 'equipment'. The significant work in progress on facility development projects that are registered with the ASF will add greatly to the Australian sporting infrastructure and provide more opportunities for Australians to participate in sporting activities. Non-recurrent equipment projects vary from training padding for hockey goalies to safety boats for sailing clubs. All are designed to enhance the capability of sport to deliver safe and effective programs.

Last financial year was a resounding success. Not only did the level of fundraising achieved by projects remain at over \$7 million in 2002-03, over 130 new projects were registered and 187 projects were issued with discretionary grants during the year amounting to \$7.1 million. The number of requests for information has remained at approximately 120 per month Australia-wide, which means that there is considerable scope and interest for further growth in sports development.



Rod Philpot
Manager

Pleasingly, the incidence of referrals by existing projects is increasing and the ASF welcomes this positive way of reinforcing the benefits to sport and communities through the services of the ASF.

The first contact from organisations with a potential project is one of the most rewarding aspects for the ASF team. Discussions on the idea lead to the development of strategies to enable it to become a reality, and the establishment of a committed project relationship between the parties. The variety of sports and community groups that are registered with the ASF or inquire regarding registration is a positive indicator of the drive and passion that exists in those actively involved with sport.

The ASF looks forward to continuing to provide its unique services in 2004. On behalf of the ASF team, thank you for your efforts in developing Australian sport through your project initiatives.

We wish you a Merry Christmas and a safe and happy new year ahead.



About your organisation



The Australian Sports Foundation (ASF) is always keen to learn more about the nature and history of the organisations that are registered with it. In addition to your annual report that should be forwarded each year after completion, do you have a:

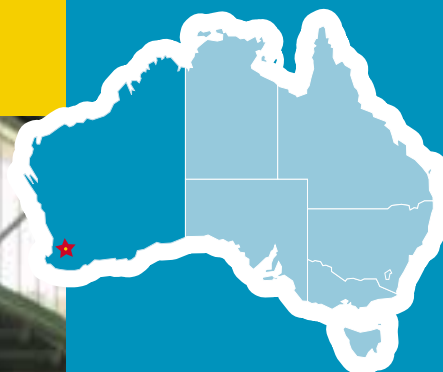
- book outlining your club or organisational history
- significant event or milestone occurring in 2004
- web site and/or email address?

If the answer is yes to any of these, the ASF would like to hear from you.

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Narrogin Regional Recreation Centre



Location

Narrogin is 300 kilometres southwest of Perth, in the upper great southern part of Western Australia's wheat belt.

The project

Narrogin Regional Recreation Centre

The need

With a town population of 5000 and a wider regional population of 10,000, Narrogin attracts many visitors from a radius of between 30 and 50 kilometres for commercial and leisure reasons. Its existing facilities for basketball and hockey were inadequate and its diving pool had reached the end of its serviceable life. After extended community consultation, the Town of Narrogin decided to coordinate a capital appeal campaign to fund a comprehensive regional recreational centre.

The goal

To raise \$1.4 million locally to go towards the cost of the centre, estimated to cost a total of \$8 million.

The approach

The Narrogin Regional Recreation Centre opened in August 2002 following a funding feasibility study and wide consultation with user groups, community members and organisations. Chief Executive Officer of the Town of Narrogin, Gary O'Neil, says it is now 'the best recreational facility in the state'. The Centre has a synthetic hockey pitch with a hospitality viewing area, two new indoor stadiums for netball and basketball, a new gymnasium and a state-of-the-art squash court. Its 25-metre eight-lane indoor pool also has a walk-in beach entry and the leisure

pool includes a spa and whirlpool. The Centre also houses a family and children's service area and creche and is located next to the million dollar community centre which is a venue for horseracing, cricket, football, tennis and bowling.

Before making this large commitment to the Centre, the Town of Narrogin considered the opportunities such a venue provides as a major sporting destination in Western Australia, attracting fixtures and carnivals from locations as far away as Esperance, Kalgoorlie and Geraldton. Narrogin also attracts many day visitors and the increased leisure opportunities offered by the Centre will result in those visitors spending more time in Narrogin with the potential to boost its economic development.

While the Centre was in the planning stages, it was supported in principle by many large and small businesses, a broad section of the farming community and other local people. This support resulted in approximately \$1 million being pledged to the Centre over a nine-month period, an amount that will be realised over the next four years as part of the Town of Narrogin's long-term plan for funding.

The initial fundraising was carried out in three stages on a one-to-one basis, with members of the fundraising committee first approaching large corporations with a local presence whose operations are based in agricultural property, machinery or production. The second stage of fundraising was a similar approach to

large businesses based in the area, and the third stage to local small businesses and interested individuals within the community. Plaques and an honour board recognised individual contributions. All were eligible for tax deductibility because the project meets the guidelines of the Australian Sports Foundation (ASF), which Gary says was of prime importance in establishing the fundraising strategy.

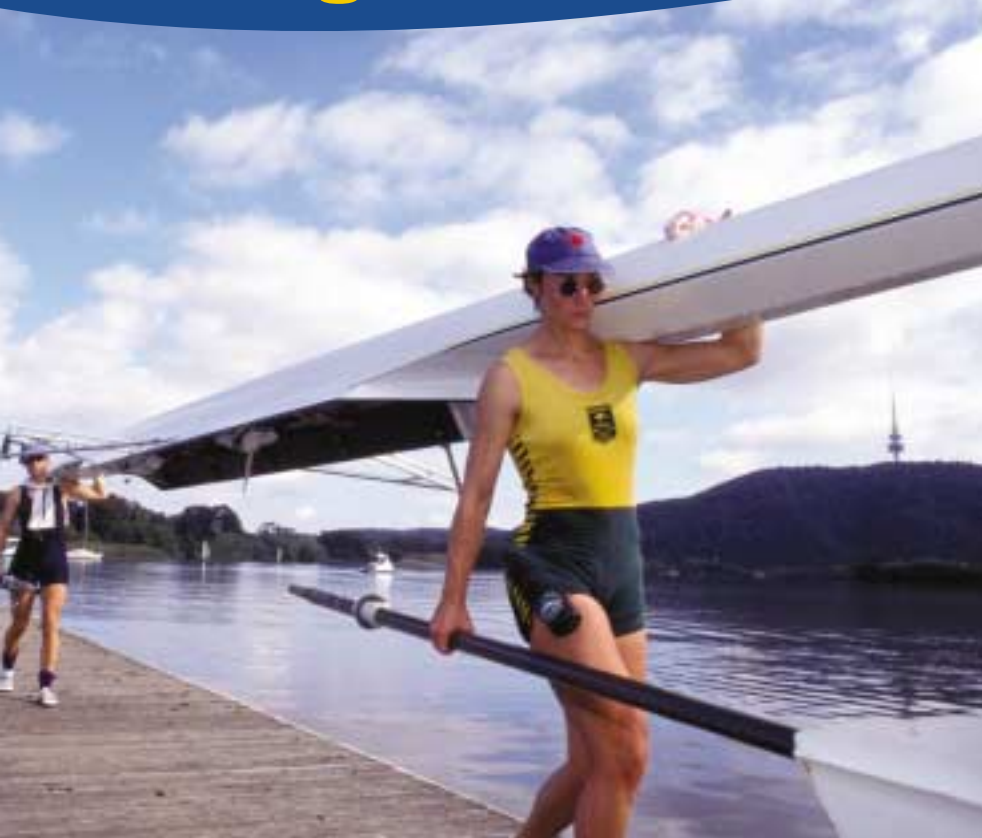
The challenge

One of the main challenges in fundraising was that when the Centre was still an idea, it was difficult for the fundraising committee to sell what would eventually be in place. Gary says this challenge was largely overcome by using a system of pledges to be progressively redeemed further into the future, rather than asking for immediate donations.

The successful strategies

- Promote the strong role that excellent sporting facilities can play in boosting economic development.
- For a large building project, provide opportunities for prospective donors to preview it at various stages.
- Encourage wide community consultation, allowing a long lead time for people to have input.
- Decide early on the fundraising approach to be taken — and stick to it.

Capital Lakes Rowing Club Inc.



The Project

To equip a new rowing club with boats, oars, ergometers and coaching equipment to promote the development of juniors in a rowing club open to the general public.

The need

Several rowing clubs in Canberra have open membership and there was a concern among the rowing community that not enough was being done to encourage the development of junior rowers. Founded in December 1998, Capital Lakes Rowing Club began with a commitment to identify, encourage and develop young rowers in rowing as part of their overall development. At the outset, the Club adopted a philosophy of coaching to the best possible technical skills using the Australian Institute of Sport as a model, encouraging rowers to identify short, medium and long-term goals, giving equal rights in the running of the club to all members and giving young rowers access to the networks of more senior members for opportunities such as work experience and other career and educational matters.

The goal

To raise \$150,000 to acquire appropriate equipment geared to the development of skills in junior rowers, to cater for their progression through different levels of competence and to develop a fleet comprised of boats of all categories to enable maximum membership participation.

The approach

Rowing is a sport that is increasing in popularity and Canberra's Lake Burley Griffin, with its 15-kilometre length and 1800-metre rowing course, together with its regular early morning calm surface, makes it one of the world's great lakes for rowing. The Club is based in Kingston in south Canberra in an old Nissen hut that started life as an RAAF hangar in the 1940s and has been a base for rowing from 1963 when Lake Burley Griffin was created.

Public Officer and Head Coach of Capital Lakes Rowing Club, David Butt, says rowing is increasing in popularity with young rowers, especially young women aged between 13 and 18. It encourages the pursuit of individual excellence, improves health and fitness and is complementary to a team approach, with participation in regattas. David says that the Club's program is both challenging and satisfying for young rowers, with positive effects on their personal development, self-esteem and academic results.

The Club has four areas of financial support outside its subscription base:

- support from the ACT Government through sports grants
- sponsorship support from bodies such as ACT TAB and McDonalds
- the ACT Labor Club through its community support programs

- what David describes as 'the critical fourth element' of fitting the project guidelines of the Australian Sports Foundation (ASF).

The ASF, he says, provides opportunities for individuals to contribute. Club members approach potential donors on a one-to-one basis to talk about the role and philosophy of the Club, and tax-deductible donations have ranged from \$100 to \$15,000.

The challenge

Developing the equipment base and keeping equipment up to competitive standard is an ongoing challenge. While seeking new equipment, the Club also acquires good second-hand equipment when available and the equipment matches the specified objectives of the Club's rolling development plan. It recently purchased two quad sculls from the Australian Institute of Sport, which was made possible by its relationship with the ASF providing tax deductibility.

The ongoing opportunity to benefit from the ASF helps address the equipment needs and consequently contributes to coaching, as people are more willing to coach when appropriate equipment is available.

The successful strategies

- The greatest advertisement for a club is its members and their families.
- Use each young rower as a supervised coach — even after a short period they have skills and knowledge to pass on to newcomers.
- A professional approach is essential for coaches, administrators and all volunteers.
- Let people know what the club is doing — if they like it, they will be generous.
- Use the ASF scheme because it works.
- Be effective in using people power — do not burn out volunteers.

Are you in the SMART list?

This is the list of SMART organisations and communities who shared in the \$7.1 million the Australian Sports Foundation (ASF) issued in discretionary grants in 2002–03. Join the SMART list and register your sports project with the ASF and we will offer some innovative ideas to kick-start your fundraising for those vital sports projects.

Adelaide Hills Hockey Association
 Advance Camperdown
 AIS Gymnastics
 Albert Bell Club
 Albion Park Oak Flats Rugby League Club
 Arncliffe Scots–St George District Hockey Association
 Associates Rugby Union
 Australian Canoeing
 Australian Commonwealth Games Association
 Australian Cycling Federation
 Australian Motor Sport Foundation
 Australian Olympic Committee
 Australian Parachute Federation
 Australian Paralympic Committee
 Australian Touch Association
 Baseball WA
 Beaudesert Canoe Club
 Bemm River Progress and Improvement Society
 Bentleigh Secondary College
 Bingera Soccer Club
 Black Rock Yacht Club
 Blackwood Community Recreation Centre
 Bobby Pearce Foundation
 Boccia Victoria
 Boolara Football and Netball Club
 Box Hill Athletic Club
 Brisbane Boys' College
 Brisbane Lions Australian Football Club
 Carlton Cricket and Football Club
 Casterton Croquet Club
 CCEGGS Rowing
 City of Bunbury
 Claremont Yacht Club
 Cotharinga Society of Northern Queensland
 Croydon North Cricket Club
 Cruising Yacht Club of Australia
 Esperance Bay Yacht Club
 Fremantle Football Club
 Friends School
 Gaelic Athletic Association of Australia
 Glenelg District Cricket Club
 Glenelg Football Club
 Glenelg Golf Club
 Glenhantly Athletic Club
 Goland Club Scotch College
 Goodlife Community Baptist Church
 Gordon District Cricket Club
 Grammarians Rowing Club
 Guildford Grammar School
 Hampton Rovers Amateur Football Club
 Harlequin Club
 Harrow and District Recreation Reserve Committee
 Hawthorn Football Club
 Highlands Personal Support Group
 Hockey Centre, ACT
 Hockey Tasmania
 Huntingdale Golf Club
 Kardinia Park Sports Foundation

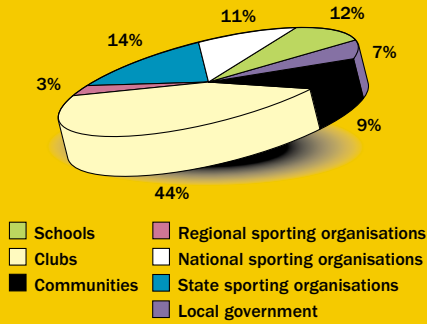
Koori Works Inc.
 Kooyong Lawn Tennis Club
 Kooyonga Golf Club
 Leeuwin Ocean Adventure Foundation
 Lesmurdie Baptist Church
 Lloyd McDermott Rugby Development Foundation
 Loreto Kirribilli Rowing Club
 Loreto Mandeville Hall
 Macabbi Australia
 Maccabi Victoria
 Macedon Ranges Shire Council
 Melbourne Amateur Regatta
 Melbourne Rugby Union Football Club
 Melville Water Polo Club
 Mentone Track and Field Club
 Mercantile Rowing Club
 Middle Harbour Yacht Club
 Mordialloc Sailing Club
 Mornington Peninsula Shire Council
 Mosman Rowing Club
 Mudgeeraba District Sporting Association
 Nepean Rowing Club
 Nelson Bay Junior Soccer Club
 Newington Public School
 North Melbourne Football Club
 North Shore Rowing Club
 Northern District Hockey Association
 Northern Suburbs Rugby Club
 NSW Amateur Boxing Association
 NSW Golf Association
 NSW Institute of Sport
 NSW Ski Association
 Orienteering Federation of Australia
 PAFC Foundation Ltd
 Parramatta District Rugby Union
 Pembroke School
 Perth Torpedos Water Polo
 Pilliga Community Centre
 Port Adelaide District Hockey Club
 Port Adelaide Rowing Club
 Port Melbourne Yacht Club
 Pt McDonnell Football Club
 Prince Alfred College Foundation
 Pulteney Grammar School
 Queensland Cricket Association
 Queensland Rugby Union
 Richmond Football Club
 Richmond Rowing Club
 Royal Adelaide Golf Club
 Royal Brighton Yacht Club
 Royal Melbourne Golf Club
 Royal Melbourne Tennis Club
 Royal Prince Alfred Yacht Club
 Royal Queensland Tennis Association
 Royal Yacht Club of Victoria
 SA Rowing Association
 Sail Training Association of Qld
 Sandringham Yacht Club
 SCEGGS Redlands
 Scotch College Foundation
 Shentons Club
 Skiing Australia
 Somers Yacht Club
 Sorrento Sailing Couta Boat Club
 Sport Australia Hall of Fame
 Sporting Shooters Association of Australia (VIC)
 Sports Foundation Geelong



Squadron Yacht Racing Foundation
 St Catherine's School
 St Joseph's College
 St Kilda Football Club
 St Margaret's Anglican Girls School
 South Gippsland Indoor Aquatic Centre
 Surf Life Saving South Australia
 Sutherland District Hockey Club
 Sydney Australian Football Club
 Sydney Boys High School
 Sydney Women's MLC Rowing Club
 Tara Anglican School for Girls
 Tasmanian Water Polo
 Tasmania Golf Club
 Torrens Rowing Club
 Town of Narrogin
 Victorian Association of Youth at Risk
 Victorian Canoe Association
 VICSRAPID
 Victorian Golf Foundation
 Victorian Lacrosse Association
 Victorian Motorless Flight Group
 Wangaratta Rural City Council
 Warrnambool Council
 Warren Jones Memorial Youth Regatta
 Warringah Bowls Foundation
 Waverley Hockey Club
 West Coast Steiner School
 Westfields Sports High School
 Wimmera Uniting Care
 Woden Valley Soccer Club
 Wollondilly Little Athletics Club
 Woolamai Beach Surf Life Saving Club
 Woollahra Colleagues Rugby Club
 Yachting Association of NSW
 Yachting Australia

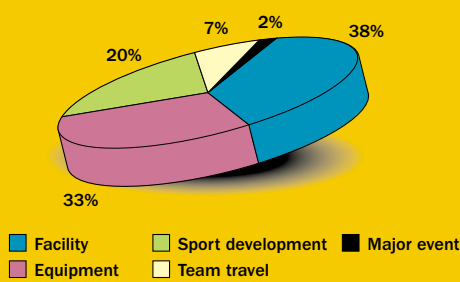
Who registers with the Australian Sports Foundation?

Registered projects, 2002-03



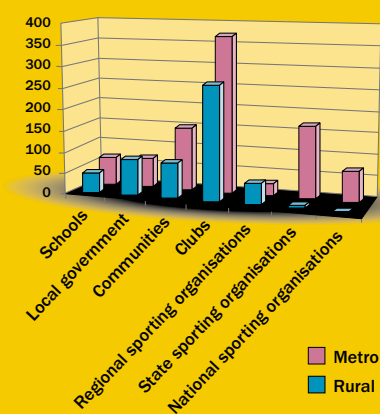
What type of projects are registered?

Projects by category, 2002-03



Who makes inquiries to the Australian Sports Foundation?

Source of inquiries, 2002-03



Fundraising ideas

Some ideas for fundraising campaigns

- Establish a volunteer network and ensure volunteers are familiar with your project.
- Inform donors about your project — there is a direct link between the size of the donation and the knowledge the donor has of the cause and their commitment to it.
- Create a 'donor society' (a network of people who have an interest in your project).
- Use a celebrity/high-profile person to support the project — perhaps someone who has grown up in the area.
- Establish a relationship with your local media — identify a key media contact and invite them to visit your project site.
- Approach your state or territory government to determine if there are existing programs relevant to your organisation.
- Work with the local Chamber of Commerce.
- Utilise your local council — it sometimes has a local newsletter.
- Use the web, establish your own page or link with someone who is associated with your organisation.
- Network with like organisations to determine if others have undertaken similar campaigns and exchange ideas.
- Use the schools network, parents and citizens groups, youth groups, etc.
- Work with local service clubs, such as Rotary, Apex and Lions. They may even provide volunteers or help you raise some funds.
- Approach the licensed clubs in your area — most have some funds that support community sporting organisations.
- Consider engaging a fundraising consultant.

Some successful strategies used by Australian Sports Foundation projects

- Produce a professional promotional brochure.
- Hold fundraising dinners or other special events — remember, the optional donation component **cannot** be a compulsory part of the ticket price.
- Approach existing membership base — remember, the optional donation component **cannot** be a compulsory part of the membership fee.
- Arrange for a pledge system (a regular commitment over the life of the project).
- Have a unique aspect to the fundraising campaign — a high-profile person supporting the campaign, use of innovative ways to thank/recognise donors (plaque/paver/brick campaigns, honour boards, names on equipment such as rowing oars, etc.), a catchy title, a special strategy (for example 'Project 200' — 200 donors contributing \$200 each).
- Publicise using existing processes, for example, newsletters, magazines, membership renewal letters, mailouts, your web site (include a printable donation form).
- Employ a personal approach to 'key' donors in the club's network or base.
- Allow for a variety of donations, for example, cheques, cash, credit cards or pledges.
- Have a project launch.
- **Say thank you to donors.**

Schedule of grant rounds 2004

January 2004	For donations deposited into the Australian Sports Foundation bank account by 31 December 2003
March 2004	For donations deposited into the Australian Sports Foundation bank account by 27 February 2004
May 2004	For donations deposited into the Australian Sports Foundation bank account by 30 April 2004
July 2004	For donations deposited into the Australian Sports Foundation bank account by 30 June 2004
September 2004	For donations deposited into the Australian Sports Foundation bank account by 31 August 2004
November 2004	For donations deposited into the Australian Sports Foundation bank account by 29 October 2004



Tips

Funnily enough, June is a particularly busy month — try to coordinate banking and forwarding of signed donation forms to the Australian Sports Foundation well before the end of the month to ensure donors are eligible for a tax receipt for the current financial year.

Tax-deductible receipts can only be issued when all donor details have been completed on the signed donation form and all forms have been received by the ASF.

If projects have not completed the grant expenditure report for the previous reporting period, they may not be considered in the next grant round.

Frequently asked questions

Why haven't I heard about the Australian Sports Foundation before?

The Australian Sports Foundation (ASF) has been providing a service to sport since 1986. The sports industry is a transient place with high turnover at the administrative and committee levels. Effectively marketing the ASF to sport, communities, local government and schools is a constant challenge and a priority. The visibility of the ASF via web site referrals, promotion through state sports departments and councils, project meetings and attendance at relevant conferences and trade shows has markedly increased its profile but we are keen to do better. We are testing and exploring other effective ways of reaching sport and communities particularly in regional and rural Australia. The ASF appreciates the support of its projects through referral to other prospective clients.

What does it cost to work with the Australian Sports Foundation?

The ASF is funded by the Australian Government to provide its service to organisations with sport development objectives. Apart from the initial application fee of \$270 (which is refundable if the registered project achieves a fundraising target of \$5000 in the first 12 months) there are no other costs to the project for the services provided by the ASF. Donations can be in the form cheque, cash or credit card. The ASF places an administrative charge of 2 per cent on donations processed by credit card.

It all sounds too good to be true — what's the catch?

There is no catch. It is a tried and true process that enables sport and communities to work in partnership with business to achieve sport development outcomes. In fact, since 1986 over \$80 million has been issued in the form of discretionary grants to registered projects as a result of the levels of fundraising undertaken. There are currently 360 projects registered with the ASF.

Australians have the capability to support the development of sport by making unconditional donations that are tax-deductible to the ASF. Donors can nominate a registered project of their choice as their preferred beneficiary.

Why does my project have to clear all promotional material through the Australian Sports Foundation prior to publication?

The ASF works with project organisations to develop appropriate material to promote sporting objectives as well as to clearly describe the legal circumstances that enable the Community Benefits Program to operate. For example, it is important to distinguish clearly between donation and sponsorship. Inaccurate references unintentionally made in promotional material could jeopardise the ability of the ASF to issue a tax-deductible receipt to a donor, even if their contribution was bona fide. Misleading or mischievous promotional information could result in the project being suspended or terminated, in accordance with the project agreement between the organisation and the ASF.

The ASF has a number of best-practice examples of donation form templates, including promotional material, and project registration enables access to these as part of the ASF service.

Does the Australian Sports Foundation retain funds or are they all returned to sport?

The ASF returns funds to sport and communities in the form of discretionary grants. These grant rounds are held six times per year. The ASF has a philosophy and practice of wanting eligible sports projects to benefit from these funds sooner rather than later. In fact apart from the 2 per cent charge on credit card donations referred to earlier, all other funds received become available for consideration as part of the grant process. Our objective is for all available funds received in any financial year to be returned to sport and communities in the next available grant round.

These sports and sporting bodies are SMART because they work each year with the Australian Sports Foundation to obtain funds to improve facilities for their participation rates and their communities. Work with us to become a SMART body.

Sporting clubs and associations

Australian football
Archery
Athletics
Baseball
Basketball
Biathlon
Canoeing
Climbing
Cricket
Cycling
Equestrian
Flight
Golf
Gymnastics
Hockey
Ice hockey
Karate
Lacrosse
Lawn bowls
Motor sports
Netball
Orienteering
Parachute
Rowing
Rugby league
Rugby union
Shooting
Skiing
Soccer
Surf lifesaving
Table tennis
Tennis
Touch football
Underwater hockey
Water polo
Yachting/sailing

Other

Shires and councils
Schools
Community groups

National bodies

Athletics Australia
Australian Biathlon Association
Australian Canoeing
Australian Commonwealth Games Association
Australian Cycling Federation
Australian Karate Federation
Australian Olympic Committee
Australian Parachute Federation
Australian Paralympic Committee
Australian Professional Snow Sport Instructors
Australian Real Tennis Association
Australian Sports Commission
Australian Touch Association
Australian Underwater Federation
Australian Water Polo
Bicycle Federation of Australia
Confederation of Australian Motor Sport
Maccabi Australia
National Rifle Association
Netball Australia
Orienteering Federation of Australia
Rollersports Australia
Sport Australia Hall of Fame
Sporting Shooters Association of Australia
Yachting Australia





The acquittal process

Acquittal is the process where projects advise the Australian Sports Foundation (ASF) of the way in which they have spent the discretionary grants received from the Foundation. It is a way of ensuring that grants received are spent on the approved purpose in the grant agreement and benefit sport in the manner intended.

Why is grant acquittal necessary?

Every six months your project will be asked to provide an acquittal report on the expenditure of grant funds to demonstrate that money has been spent on the approved project purpose. This also enables the ASF to comply with audit requirements and fulfil its accountability obligations to the Australian Government.

Making the acquittal process as smooth as possible

- Retain your receipts to substantiate expenditure in compliance with relevant incorporation law (for example, *Corporations Act 2001*) for seven years. See 'What is allowable expenditure' for examples.
- On receipt of an acquittal letter, reply by the due date with:
 - evidence of receipt of ASF funds (for example, shown as income in the project organisation's financial statements)
 - evidence of approved expenditure in accordance with the relevant project agreement (for example, receipts or supplier invoices)
 - the most recent audited copy of your financial statements.
 - evidence of investment of funds if grants are being accumulated in line with approved project purpose (for

example, a copy of bank account statements)

- Failure to provide a timely acquittal could prevent the ASF from issuing further grants to your project until it has been received.

What is allowable expenditure?

Examples of allowable expenditure for ASF projects include, but are not limited to:

Major event

- Hire of venue
- Hire of equipment
- Trophies/medals
- Programs
- First aid provision
- Security
- Signage

Feasibility study

- Consultants' fees
- Feasibility studies
- Drawings/plans
- Applications for planning approval

Travel

- Airfares
- Accommodation
- Ground transport
- Competition entry fees
- Hire of equipment

Facilities

- Initial capital outlays for fields/pitches/ovals/grandstands/sporting complexes
- Sport-related improvements to the above facilities, for example addition of change

rooms, toilets, showers, lighting, first aid, disabled access (not bar or catering)

- Principal and interest loans for facilities taken out in the financial year of project registration

Equipment

- Non-consumable sports equipment, for example, rowing shells, uniforms, gym equipment (not purely recreational, for example playgrounds) with a lifespan greater than two years and which remain the property of the club/organisation
- Specialist performance-enhancing equipment (for example sports medicine, video-analysis equipment)

Sports development

- Consultants' fees for instructional staff for special courses/camps/clinics (not for everyday activities) that may include travel costs
- Venue hire, instructional resources, sports equipment for courses/clinics/camps
- Development of resources for non-commercial sport development activities
- Scholarship programs for individual athletes may include clothing and equipment, competition entry fees, training costs, sports science/sports medicine services

Please note this is an indicative list only. If you have any enquiries as to whether a particular expenditure is allowable, you should contact the ASF.

Recurrent operational expenditure (for example, salaries, running costs, repair and maintenance, items with a life of less than two years) is **non-allowable** expenditure under ASF projects.

New projects registered since 1 July 2003

The Australian Sports Foundation welcomes the following new projects that have registered since 1 July 2003:

- The Grand Golf Club, Gold Coast — facility development
- The Scots College, Sydney — rowing equipment
- Victoria Netball — sports development
- Red and Blue Foundation (Melbourne Football Club) — facility development
- Shoalhaven Rowing Club, New South Wales — rowing equipment
- Vaucluse 12ft Sailing Club, Sydney — facility development
- Yinnear Recreation Reserve Committee, Victoria — facility development
- Gold Coast Tennis Centre — facility development
- Deaflympic Games Melbourne 2006 — hosting a major event

- Maryborough and District Hockey Association, Queensland — facility development
- Southern Grampians Shire, Victoria — facility development
- Victorian Sabot Sailing Association — sailing equipment
- Yachting Association of New South Wales — sports development
- Radford College, ACT — sports development
- SA Country Basketball Association — sports development
- Ginninderra Swim Club, ACT — sports development

We wish all registered projects a successful fundraising year ahead in 2004.

Next edition

Please contact the ASF if there are matters that you would like to see discussed in the next edition

OR

if you would like your project or a case study of your fundraising strategies profiled.

The ASF team



- Steve Trevaskis — Business Manager
- Leanne Read — Client Services Manager
- Rod Philpot — Manager
- Jane Graham — Client Services
- Robyn Fisher — Client Services
- Regan Harrison — Client Services
- Kim Horne — Client Services



A few more tips

The Australian Sports Foundation (ASF) is keen to make the project registration and management experience as painless as possible for all parties. Time invested in discussing ideas and intent in the initial stages reduces the possibility of confusion or misunderstanding once the project is underway.

Project application

Double check the attachments needed to support your application for project registration prior to forwarding it to the ASF. A completed application can be assessed for registration within two weeks of receipt by the ASF. Delays can occur if supporting documentation is not included or needs clarification. If in doubt about the suitability of your project proposal or the information required, contact the ASF.

Donations and donation forms

To help with the smooth processing of donations and to enable a tax receipt to be issued quickly to the donor, please ensure that the donor completes all the required information and signs the form. In the case of credit card donations, a second signature is required from the donor to authorise the ASF to activate the credit card. Please ensure that the credit card details are correct, including the

additional four digits required in the case of an AMEX card.

Constitution or memo and articles

Should your organisation vote to amend its constitution or memo and articles after you have registered with the ASF, please provide us with a copy as the alterations will need to be assessed in relation to the original project registration and intent.

Starting up

Identifying who to approach as the first step in starting a fundraising campaign can often be difficult. Be prepared to think outside of your organisation when considering a fundraising strategy. If you reach a roadblock, contact the ASF for ideas or for referrals to other project organisations that you may be able to network with.

Annual reports

We would like you to send us a copy of your audited financial statements/annual reports as they become available at the end of your financial year. Ideally they should be forwarded as part of the acquittal process with your grant expenditure report.

Australian Sports Foundation

Australian Sports Foundation
PO Box 176
Belconnen ACT 2616

Leverrier Crescent Bruce ACT 2617
Tel: (02) 6214 7868
Fax: (02) 6214 7865
Email: info@asf.org.au
Web site: www.asf.org.au

ABN 27 008 613 858



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