



FACT SHEET

Managing an ASF Project – An Overview

Non profit sporting organisations may register a sport related project/s with the Australian Sports Foundation Ltd (ASF) to assist their fundraising efforts. The ASF is listed in the Income Tax Assessment Act 1997 (ITAA) enabling donations of \$2 or over to the ASF to be tax deductible. While donations must be made unconditionally to the ASF, donors may nominate a registered project as a preferred beneficiary of their donation.

Tax deductibility can be an additional incentive for attracting donations. Projects can use their ASF registered project as their sole avenue of fundraising or use it to complement other fundraising strategies.

Following registration of a project:

- the ASF provides a template of an approved donation form for use by the project organisation
- if it chooses to do so, the project organisation develops approved ASF promotional material that may incorporate the donation form. Approval by the ASF of all material promoting tax deductibility is an ongoing requirement during the life of the project
- the project organisation approaches potential donors for contributions
- all donors must complete an ASF approved donation form and all donations are made payable to the ASF
- cheque and cash donations are banked into the ASF bank account by the project organisation (a banking kit is supplied by the ASF)
- credit card donations must be sent to the ASF for processing through the ASF credit card terminal (a 2% administration charge is applicable on all credit card donations)
- signed and completed donation forms are sent to the ASF by the project organisation
- providing all ASF requirements have been met, the ASF will issue receipts for donations. These are sent to the project organisation for distribution to donors with a suggested thankyou letter
- the project may be considered for discretionary ASF grants every two (2) months which, subject to approval, are transferred by EFT to the project organisation's nominated bank account
- the project organisation is requested to acquit ASF grants every six (6) months. It involves the completion of a Grant Expenditure Report (GER) and the provision of evidence of approved expenditure or retention of funds, in accordance with the relevant project Grant Agreement

There is a series of ASF fact sheets to further explain ASF processes and requirements. These are available on the ASF website.

Other key publications which the project organisation should hold include:

- Grant Agreement between the ASF and the project organisation
- Sport Incentive Program Guidelines
- Processing ASF Donations brochure
- ASF bank deposit booklet/slips
- ASF Project Summary Deposit Sheet

Please contact the ASF if you cannot find any of these items or if you have any questions regarding the conduct of your project.

SUPPORTED BY



Australian Government
Australian Sports Commission

How can I find out more?

Contact the Australian Sports Foundation at:
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