



Application form for **LOCAL** donation partner to be listed on the **SCREEN** of your local Return and Earn Machine

Important Notes

- 1- The Return and Earn Reverse Vending Machines (RVM) operating in NSW can feature up to four donation partners.
- 2- To allow as many local charities, schools, sports clubs and other not-for profit groups as possible to benefit from this fundraising opportunity, donation partners are rotated on a regular basis (from 13 week / up to 26 weeks).
- 3- Check the eligibility criteria at the end of this form to ensure your organisation can apply to become a local donation partner. Only use this form if you are requesting a position as a **local** donation partner.
- 4- Complete this application form and submit it together with the required supporting documentation via email to donations.nsw@tomra.com. Applications without the proper documentation will not be considered. Completed forms will be acknowledged within 30 days.
- 5- If your organisation is eligible and no other organisation has applied to be listed on the machines you selected, you will then receive a standard legal agreement for you to review and sign. This agreement sets out the relevant expectations including the duration and location of your presence as a local donation partner. It also outlines TOMRA's payment and reporting obligations, as well as giving TOMRA permission to collect donations (and where appropriate, issue tax deductible receipts) on your behalf.
- 6- Did you know about the Return and Earn app? Click [HERE](#) to register. Your listing on the app will connect you with over 150,000 app users and potential donors. You can receive donations from **ANY** Return and Earn machines in NSW. Your listing on the app is separate to your listing on the screen, you must register online to be listed on the app. Find out more [here](#).

A. Eligibility

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

Your not-for-profit organisation:

- Is currently registered as a charity in New South Wales (*unless exempted under the Charitable Fundraising Act 1991*);
- Is a registered school (whether primary or secondary, government or private) in New South Wales;
- Is a community, education or environmental organisation that is incorporated as a not-for-profit organisation either under the Associations Incorporation Act 2009 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 2009 or as a company limited by guarantee. **Sporting club** must also demonstrate an 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. Any queries, please email us at donations.nsw@tomra.com

B. My local Return and Earn Reverse Vending Machine (RVM)

Local donation partner must be a school, a sports club, a local not-for-profit organisation or community group 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.

- ❖ Specify below the location of the RVM that is the closest to your organisation, school or sports ground. If possible, please specify the kiosk number found on the top front right-hand side of the machine.

<p>My preferred Local RVM Please advise what local Reverse Vending Machine you'd like to be listed on as a local donation partner.</p>	<p>RVM#1: _____</p> <p>_____</p> <p style="text-align: right;">Kiosk Number (if known): G _ _ _ _ _</p>
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- ❖ **If your area of operation is wider** and includes multiple electorates or regions within New South Wales please list your additional top 4 RVM locations you wish to be featured in below or provide full listing of locations on a separate document.
- ❖ Although we will do our best to accommodate, we are unable to guarantee you will be featured on all the RVMs listed. The decision to feature your organisation on the Return and Earn RVM depends on the number of schools, sports clubs, or local not-for profit organisations from the same area that also applied.

<p><input type="checkbox"/> My organisation covers a wide area and wishes to be featured on more than one Reverse Vending Machine.</p> <p>To help you locate your preferred RVMs</p> <ul style="list-style-type: none"> - Click on the following link https://returnandearn.org.au/return-points/ - Enter your locality or postcode. Click FIND - View locations under Reverse Vending Machines. 	<p>RVM # 2: _____</p> <p style="text-align: right;">Kiosk Number (if known): G _ _ _ _ _</p> <p>RVM # 3: _____</p> <p style="text-align: right;">Kiosk Number (if known): G _ _ _ _ _</p> <p>RVM # 4: _____</p> <p style="text-align: right;">Kiosk Number (if known): G _ _ _ _ _</p> <p>RVM # 5: _____</p> <p style="text-align: right;">Kiosk Number (if known): G _ _ _ _ _</p>
<p>Additional Comments:</p>	

C. Details Of Your Organisation

Your Organisation's Registered Name (name of the organisation applying to be featured on the Reverse Vending Machine)	
ABN (required)	
Other Registered Name* (if different to the name of organisation applying or if the ABN listed above is the one of your parent organisation)	
Date Established / Registered	
Incorporation Number (only required if registered as an incorporated association)	
Main Community Benefit / Focus	<input type="checkbox"/> Community Services <input type="checkbox"/> Education <input type="checkbox"/> Sporting group and Club <input type="checkbox"/> Health / Mental Health <input type="checkbox"/> Animal Welfare / Environment <input type="checkbox"/> Other: _____
Street Address	
Suburb	
Website Address:	

D. Parent organisation

* If the ABN number stated above belongs to your parent organisation, you must provide **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 organisation;
- is authorised to quote the ABN of the parent organisation;
- is "not-for-profit" and is authorised to fundraise;
- the parent organisation must also confirm the contact name of the person applying.

E. Deductible Gift Recipient Status with the Australian Taxation Office

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

F. Bank Account Details

- ❖ Provide below the details of the bank account to which payments should be made if your organisation becomes a local donation partner.

Account Name <i>(must match the registered name of your organisation)</i>	
BSB	
Account Number	

- ❖ Attach **one** proof of bank details. You **must** attach one of the 3 formats listed below:

- 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

G. About the Person Applying

Contact First / Last Name	
Position	
Email Address	
Phone number	
Mobile Phone number	
Please provide one additional contact name, email and phone number. This person must be a staff member or volunteer of your organisation.	

H. Your Display Name on the 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.

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I. Funds Raised Through the Scheme

- ❖ Please provide below a brief description of how the funds raised via Return and Earn will be used:

- ❖ **Set a goal** for your fundraising campaign with Return and Earn

Having a goal always helps. So set a target you'd like to reach and then beat it. **Not only will having a target keep you motivated, but it also lets your donors know how far you've got to go. Having a target to reach inspires people to help you reach it, just that little bit more.**

We'd like to reach

- ❖ **Quantifiable conversion** of drink containers to product or service to your community

A successful Return and Earn fundraising campaign involves making the role of a supporter very clear. A great way to help with that is to illustrate how the donations of eligible drink containers is translated into the features and benefits of your work. In other words, **when possible**, we encourage you to think about ways you can convert the number of eligible drink containers your organisation requires to deliver a key service or program, or part of a key service or program to the community.

Please find three examples below:

- **OzHarvest**: "Donate 5 containers and help OzHarvest deliver a meal to someone in need"
- **Buy a Bale**: "20 containers donated buys a litre of diesel and assist our farmers transport much needed food to their livestock"
- **Interrelate**: "Every 150 containers donated can provide a respectful relationships program for one child"

J. Awareness and Engagement Plan

Please provide a brief 'Awareness and Engagement Plan' that demonstrates how you would go about encouraging your supporters and members of your community to use your local Return and Earn RVMs and donate the container refunds to your organisation.

- **Organisations that engage with their community the most do raise more funds.**
- 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.
- 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.
- If you are planning a specific campaign or seeking a specific date, please provide details at the beginning of your plan.
- At the commencement of a fundraising period, you will have access to some standardised creative assets that donation partners can adapt and use in their promotion of your involvement with the scheme.

Your Awareness and Engagement Plan

K. Supporting Documents Checklist

Before you submit your application by e-mail, **ensure all relevant documents are attached (PDF files) or your application may be rejected.**

- Evidence of your registration as a Charity in New South Wales (*ie: up-to-date copy of your ACNC profile*);
- 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 NSW;
- Letter from the parent organisation (if required);
- One proof of bank account (mandatory);
- Section about your Awareness and Engagement Plan completed (mandatory).

L. Acknowledgment

Tick the box below to 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.

Date you completed this application form: _____ / _____ / _____

M. Eligibility Criteria

To qualify as a Donation Partner and be listed on the screens of your local RVM, your organisation must:

- a) be an organisation with a predominantly local presence that can demonstrate a broad community benefit within the Container Deposit Scheme zone or the municipal area in which the proposed RVMs are located;
- b) fulfil at least one of the following eligibility criteria:
 - i. be currently registered as a charity in NSW (unless exempted under the Charitable Fundraising Act 1991);
 - or ii. have Deductible Gift Status with the Australian Taxation Office;
 - or iii. be a registered school (whether primary or secondary, government or private);
 - or iv. if a sporting club or other community, educational or environmental organisation, be incorporated as a not-for-profit organisation (either under the *Associations Incorporation Act 2009* or as a company limited by guarantee) and further, if a sporting club, demonstrate an affiliation with a recognised state sporting organisation.
- c) be willing to enter into TOMRA's standard form agreement for placement as a donation partner;
- d) demonstrate a willingness to use its own networks and resources to promote awareness of its presence on the RVM network and of the Return and Earn Scheme to mutual advantage;
- e) have been operating for at least two years;
- f) be reputable and of good standing in the community;
- g) not be a political party or an organisation associated with current political issues or political activism;
- h) not be associated with gambling, wagering, illegal drugs, tobacco or smoking as a primary source of their income;
- i) not be associated with any illegal or criminal activity; and,
- j) not be associated with any activity or publicity that could bring the Return & Earn scheme or any of its stakeholders into controversy or disrepute.