



Community Fundraising for Garvan



Garvan Institute
of Medical Research

Thank you from the director



On behalf of all of us at the Garvan Institute of Medical Research, I wholeheartedly thank you for your commitment to fundraising for Garvan. As a valued member of the Garvan family, your kind support helps to enable our pioneering research discoveries across a wide range of diseases.

At Garvan, we see a future where all diseases can be prevented, treated or cured. Everyone is touched by disease. Our discoveries today will lead to better health tomorrow.

We are deeply grateful to the many individuals, community groups, organisations and companies who host events and activities to raise funds for Garvan's vital medical research. While our researchers work very hard to attain funding through competitive Government grants, these grants do not cover the full cost of research. That's why the support of the community and your fundraising efforts are so vital.

This guide is designed to help you navigate all requirements for fundraising on behalf of Garvan and to ensure your activities are a great success.

Thank you once again for your dedication and generosity – it truly makes a difference.

Yours,

Mara-Jean Tilley

Director

Garvan Research Foundation

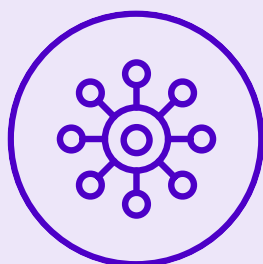


Mara-Jean Tilley



Our purpose

To discover the nature and causes of diseases by making biomedical research discoveries and translating them into better healthier outcomes.



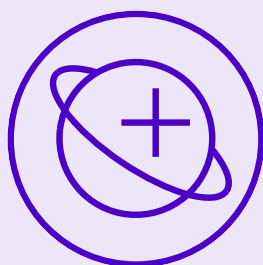
Transformative breakthroughs

We have made transformative breakthroughs for diseases such as cancers of the breast, prostate and pancreas, COVID-19 and autoimmunity.



Proud partnerships

We are a founding member of the St Vincent's Sydney Health Innovation Precinct - Australia's oldest and most established health partnership.

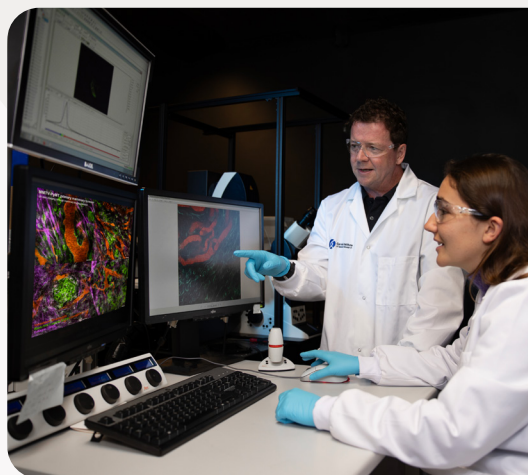


Global reach

We bring together world-leading scientists and clinicians to advance our understanding of disease, particularly cancer, autoimmunity and genetic disorders.

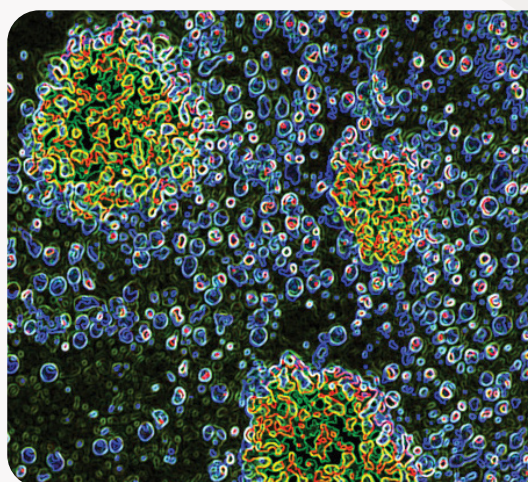


Our Research Focus



Cancer

Despite advances in early detection, surgery and treatment, 10 million people die of cancer worldwide each year. Our mission is to enable a future where all cancers can be effectively treated, controlled or prevented.



Immunology

Our mission is to improve the management of immune conditions and to harness the immune system to develop treatments personalised to individual patients.



Genomics

Our mission is to accelerate the diagnosis and treatment of inherited disease and develop innovative new therapies for some of the most prevalent conditions facing society today.

Fundraise for Garvan your way



Fundraising is a fun and fulfilling way to support Garvan's groundbreaking research and make a lasting impact. Whether you host an event, involve your workplace or school, or embrace a personal challenge, there are many ways to contribute. Get creative and make a difference with these fun ideas.

Host a fundraising event

Organise your own fundraising event to gather support. Ideas include a gala, golf day, morning tea, dinner, trivia night, concert, barefoot bowls, talent show or fashion parade.



Honour a loved one

Honour a loved one by fundraising or donating in their memory—a heartfelt way to celebrate their life and legacy.



Take on a personal challenge

Give something up or shave your head for a great cause!



Take on a sporting challenge

Join iconic events like City2Surf, Gold Coast Marathon, Tough Mudder, or the Rottneest Channel Swim. Encourage friends, family, or colleagues to join you in supporting Garvan's mission. For



Get your workplace involved

Organise your own fundraising event to gather support. Ideas include a gala, golf day, morning tea, dinner, trivia night, concert, barefoot bowls, talent show or fashion parade.



Add a special touch to your day

Honour a loved one by fundraising or donating in their memory—a heartfelt way to celebrate their life and legacy.



Celebrate a special occasion

Organise your own fundraising event to gather support. Ideas include a gala, golf day, morning tea, dinner, trivia night, concert, barefoot bowls, talent show or fashion parade.



Each contribution, big or small, brings us closer to life-changing discoveries.

Get involved and make a difference today!

All you need to know about Garvan fundraising



1 Tick of Approval

Whether it's big or small, anyone fundraising in Australia needs to register their fundraiser.

Please complete the attached Application to Fundraise Form. We will review your application and use this information to provide you with a formal **Authority to Fundraise Letter**.

2 Create your online fundraising page

If you are interested in creating an online fundraising page, visit <https://fundraise.garvan.org.au>. This page is a great way to share messages of love and support, post photos and allow others to donate easily. You'll also be able to share the page with family and friends.

To set up your page, simply follow these simple steps:

1. Create a name for your fundraising page
2. Set your fundraising goal
3. Write a blurb about what you are accepting donations for
4. Upload a profile picture
5. Share your page with family, friends and colleagues.

If you need any help setting up your page, please get in touch – we're here to assist you

Your fundraising activity must meet all relevant local government, State and Territory laws. If you are planning a raffle or other gaming activity other laws may apply. Contact us if you need any help finding the legislation relevant to your fundraiser

3 Helpful Tips for Event Planning

When: Allow enough time to fundraise and avoid clashes with major community events. Plan timelines by working backward from the event date.

Where: Choose a venue that fits your audience, check for fees, and ensure required permissions are secured from the local council or other authority?

Who: Identify your audience, promote effectively, and consider forming a volunteer team to help organise.

Planning:

- Set a fundraising goal and monitor progress.
- Keep a financial plan and track all income and expenses (required by law).

- Limit event costs to 40% of funds raised (e.g., for \$100 raised, spend no more than \$40).

- Seek local business sponsorships for support.

Note: Garvan cannot contact celebrities on your behalf.

4 Liability and Fundraising Legislation

It's up to you to protect the health and safety of everyone taking part in your fundraiser. Please make sure you have relevant insurance coverage, including public liability, aligned with your state requirements.. Also, check with your venue, as they may already have coverage in their policy.

5 Tax Deductable Receipting

Donations made directly to your online fundraising page will instantly receive a Tax-Deductible Receipt. If you need a tax receipt for other donations, please get in touch. The ATO provides easy guidelines on tax-deductible receipting.

A donation is considered to have no material benefit. A tax-deductible can not be issued for:

- ticket purchases (raffles or event registration)
- purchase of auction items
- any goods or services donated
- money received or donated on behalf of others

6 Depositing Donations:

Funds must be provided to Garvan within two weeks of completing your fundraising event.

IMPORTANT: All deposits include your Supporter ID as a reference to help Garvan allocate your fundraising efforts. Please notify us when you have made your transfer to community@garvan.org.au

- **Credit card online** at any time
- **Credit card via phone** on 02 9295 8100
- **EFT to:**

Garvan Research Foundation Gift Account

BSB: 082-057

Account No: 567562610

Reference: Your Supporter ID

Questions

We would love to hear more about your fundraising ideas and plans.

Contact the team by phone: **02 9295 8110** or email **community@garvan.org.au**

Proposal to raise funds for Garvan Medical Research Institute



Applicants contact details

Title: First Name: Surname:

Organisation's Name *(if applicable)*:

Address:

Suburb: State: Postcode:

Phone Mobile: Email:

How would you prefer to be contacted? Email: Phone: Mail:

What has inspired you to raise funds for Garvan? *(please use the box below for details)*:

Event details

Name of fundraising event:

Event location/venue:

Proposed event date: Anticipated number of participants:

Tell us about your plans for your fundraiser and how funds will be raised e.g. raffles, ticket sales, auctions.

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

Continued overleaf:

Proposal to raise funds for Garvan Medical Research Institute



Financial details

Anticipated income :

Anticipated expenditure *(please note ratio in guidelines 60:40):*

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

If yes, please state the name of the organisation and the percent of proceeds allocated to Garvan:

PROMOTIONAL REQUIREMENTS

Tick here if you'd like to use the "proudly supporting" Garvan logo.

We can send you an image and a few guidelines.

We would love to work with you to support your fundraiser.

Please contact the team at **02 9295 8110** or **community@garvan.org.au**

Declaration

I,

Accept the terms and conditions of the Garvan Research Foundation Fundraising Guidelines. 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.

Please note that you cannot start fundraising on behalf of Garvan without approval of this application. Once approved we will provide an Authority to Fundraise so that you can get started on your fundraising journey. Gavan reserves the right to withdraw the Authority to Fundraise should the event become high risk or a conflict of interest.

Applicants Name: *(Must be over 18 or over)*

Applicants signature:

Date:

Internal use only

Approved by Garvan:

Yes

No

Signed:

Date:



Key information

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 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 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 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 ensure that the activities and actions are appropriate
- The information you supply to Garvan will also be provided to the relevant government agencies in your state upon request should licences be required.

Privacy

Garvan will take great care with all personal and sensitive information associated with the proposed fundraising activity in line with privacy legislation.

How can Garvan support my activity?

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

- 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.
- Assistance with online fundraising event page.
- Provision of promotional material to support event, including newsletters.

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 event;
- 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