

## Application form for **LOCAL** donation partner to appear on TOMRA Reverse Vending Machine(s)

### Important Notes

- 1- 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. A different form is available to request a position as a **major** “state-wide” donation partner;
- 2- Applications that are submitted without the required supporting documentation, **including your comprehensive ‘Awareness and Promotion Plan’** will not be considered. Once complete, submit your application via email to [donations.nt@tomra.com](mailto:donations.nt@tomra.com);
- 3- 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 not-for-profit organisation:

- Is currently registered as a charity in the Northern Territory (NT);
- Is a registered school (whether primary or secondary, government or private) in the NT;
- Is a community, education or environmental organisation that is incorporated as a not-for-profit organisation either under either under the Associations Act 2003 (NT) or as a company limited by guarantee;
- Is a sporting club that is incorporated as a not-for-profit organisation either under the Associations Act 2003 (NT) or as a company limited by guarantee. **Sporting club** must also demonstrate an affiliation with a recognised NT 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>	

\*If the ABN stated above belongs to a parent organisation, you must provide us with a separate email or 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 body;
- is a "not-for-profit" and authorised to fundraise;
- the parent organisation 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> (must match the registered name of your organisation)	
<b>BSB</b>	
<b>Account Number</b>	

❖ For your own security, please attach **one** proof of bank details. Select just 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](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

**Your Local TOMRA Recycling Centre (TOMRA Collection Depot) is located  
11 Tang Street, Coconut Grove - DARWIN**

Local donation partners must be organisations with a local presence that can demonstrate a broad community benefit in the local area where the TOMRA Recycling Centre is located. Please provide below a brief description of your organisation to demonstrate that it fulfils these criteria:

#### 4. Your “Display Name” on TOMRA Reverse Vending Machine (s)

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.**

#### 5. Funds Raised Through TOMRA and the NT EPA Scheme

- ❖ Please provide below a brief description of how the funds raised via TOMRA will specifically be used for your local community. Funds raised through the scheme **must** remain in your local community.

- ❖ **Set a goal** for your fundraising campaign with TOMRA

Having a goal always helps. So set a target you’d like to reach and then beat.

**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.**

*Example: we’d like to reach XXXX drink containers (the equivalent to \$XXX) to be donated to our organisation*

We’d like to reach

- ❖ **Quantifiable conversion** of drink containers to a key service / program provide by your organisation

A successful 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.

See below a few examples from past donation partners:

- **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”
- **RSPCA NSW**: “50 drink containers could help pay for treats to help train a dog and prepare them for their forever home
- **Interrelate**: “Every 150 containers donated can provide a respectful relationships program for one child”

## 6. Awareness and Engagement Plan

Please provide a comprehensive 'Awareness and Engagement Plan' that demonstrates how you would go about encouraging supporters of your organisation and members of the community to go to TOMRA and select to donate the drink container refunds to your organisation.

- Organisations that engage with their community the most do raise more funds
- 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 also sought from your existing networks and resources for creating publicity and awareness.

## 7. General Information about Donation Partner Arrangements

TOMRA Reverse Vending Machines (RVM) operating in NT can feature donation partners for the users (consumers returning containers) to choose from – as well as offering digital refunds and instant cash retail vouchers.

- 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 TOMRA Reverse Vending Machines across NT, 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 six-monthly or three-monthly basis but as may be agreed with donation partners from time to time. Local donation partners may be rotated more or less 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. TOMRA reserves the right to exercise a cut off for considering eligibility assessments in order to finalise relevant evaluations, contracts and operational considerations.
- TOMRA has a standard form of legal agreement which donation partners are required 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.

## 8. 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 NT.
- 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 NT.
- Your Awareness and Engagement Plan
- Letter or Email from the parent organisation (if required)
- One proof of bank details

## 9. 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.

Date you completed this application form: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_