



## FESTIVAL CHARITY APPLICATION FORM

The Dunedin Craft Beer & Food Festival (DCBFF) and the Otago University Students' Association (OUSA (owners and organisers of DCBFF)) are looking for a charity to partner with and provide a fundraising opportunity to. DCBFF utilizes a RFID payment technology called AWOP which is built into our festival wristbands and lanyards. At the end of the festival attendees can choose to either have the credit remaining on their wristband/lanyards refunded or can donate to our festival charity. This is potentially a significant fundraising opportunity; the 2017 festival charity raised close to \$10,000.

### Criteria:

1. The organization you are applying for must have charitable status e.g. charitable trust, registered charity etc.
2. Your charity needs to be based in Dunedin, or have a branch in Dunedin that will benefit from the fundraising
3. Applications must be for the benefit of the applicant organisation (not another organisation – i.e. 3<sup>rd</sup> party)
4. Commission based (or partly commission based) fundraisers are not eligible to apply. Nor can any individual in your organisation benefit financially from the fundraising
5. The festival charity must acknowledge and accept that DCBFF and OUSA will publically announce the name of the festival charity and the amount raised.
6. OUSA is under no obligation to meet requests and has complete discretion in the choosing of the festival charity
7. Should you fail to comply with any of the above conditions, OUSA reserves the right to seek full repayment of the funds raised and reallocate to another charity.
8. Applicants must provide proof of their executive committee's approval to apply to be the 2018 festival charity.
9. The festival charity must be able to provide sufficient volunteers on the day of the festival (10<sup>th</sup> November 2018) to collect donated wristbands, more information regarding set-up etc. will be provided to the chosen charity.

**Checklist:**

- Attach your organisation's resolution to apply to OUSA for to be the 2018 DCBFF festival charity, which is SIGNED and CERTIFIED as being true and correct by your organisation's secretary or other executive committee member
- Attach proof of non-profit status (e.g. certificate/seal of incorporation and/or Deed of Trust)
- Attach evidence of your organisation's affiliation to a national or regional body (if required)

**Information:**

<b>Name of Applicant organisation</b>	
<b>Names and titles of the organisation's executive committee members</b>	
<b>Registered charity number</b>	
<b>Physical address</b>	
<b>Mailing address</b>	
<b>Email address (will be used for notification of outcome)</b>	
<b>Contact person</b>	
<b>Contact person's telephone number</b>	
<b>Contact person's email address</b>	

Please provide a brief explanation as to what the funds will be used for and when (attached extra pages if more space is required).

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**If your application is successful, you agree to:**

- Mentioning our support in your newsletter, website and/or Facebook page
- Include the DCBFF website link on your website
- Acknowledge DCBFF and OUSA at your AGM, prize giving, sponsorship evenings or official opening/launch, related to the funding

To be considered all applications (including all required documentation) must reach OUSA by **5pm Wednesday 10<sup>th</sup> October 2018.**

Applications can either be forwarded by email, or in writing to:

Debbie Downs,  
CEO, OUSA  
PO Box 1436  
Dunedin  
Or to [Debbie.downs @ousa.org.nz](mailto:Debbie.downs@ousa.org.nz)

OUSA will contact all applicant organisations by email to notify them of the outcome of their application after the 17<sup>th</sup> October.