

PART A: ORGANISATIONS HAVING A PHILANTHROPIC OR BENEVOLENT PURPOSE

☐ **CATEGORY 1:** A state or registered school under the *Education Act 1958*

REQUIRED SUPPORTING DOCUMENTATION:

- Letter of request from principal, bursar or business manager on school letterhead.

☐ **CATEGORY 2:** A University or TAFE College

REQUIRED SUPPORTING DOCUMENTATION:

- Letter of request from Vice-Chancellor on letterhead (University).
- Letter of request from Director on letterhead (TAFE College).

☐ **CATEGORY 3:** A registered children's service under the *Children's Services Act 1996* (kindergarten, creche, playhouse, childcare centre)

REQUIRED SUPPORTING DOCUMENTATION:

- Copy of current licence issued by Department of Human Services; and
- Copy of your constitution, memorandum and articles of association, or rules under which the organisation operates, which must, among other things, provide that:
 - the organisation is not carried on for profit or gain of its individual members; and
 - prohibits distribution of profits or gains to individual members; and
 - in the event of the winding up of the organisation, the assets and property of the organisation must not be distributed to its members but to an organisation with similar objects.

Note: A playgroup cannot be declared under this category unless it holds a licence to operate a children's service issued by Department of Human Services. If the playgroup is not licensed, it must meet the requirements of Part A Category 9.

☐ **CATEGORY 4:**

- (a) A religious body or organisation which has been declared as a recognised denomination for the purposes of section 26 of the *Marriage Act 1961*, or
- (b) an organisation which can demonstrate that it operates for the public benefit and has the purpose of advancing, in a direct and immediate sense, religion involving belief in a supernatural being, thing or principle and acceptance of canons of conduct that give effect to that belief.

REQUIRED SUPPORTING DOCUMENTATION:

- If (a) above, a letter of request from a recognised leader of the religious body or organisation such as bishop, priest, minister or rabbi; or
- If (b) above, all of the required supporting documentation listed under Category 9.

☐ **CATEGORY 5:** A Public Hospital or Health Service

REQUIRED SUPPORTING DOCUMENTATION:

- Letter of request from Chief Executive Officer (or equivalent) of hospital or health service (Hospital or Health Service must be registered with Department of Human Services) on letterhead; and
- Copy of your most recent Annual Report.

- ☐ **CATEGORY 6:** Disaster relief or prevention organisations such as a Rural or Urban Fire Brigade, SES or rural ambulance.

REQUIRED SUPPORTING DOCUMENTATION:

- Letter of request on letterhead from Commanding Officer (Brigade or Unit must be registered with the Country Fire Authority, Rural Ambulance or State Emergency Services Victoria).

If the application is on behalf of a group of fire brigades (formed under s23A of the *Country Fire Authority Act 1958*), a letter of request on letterhead from the Commanding Officer or Regional Officer of the Group of Brigades which states that each of the brigades in the group is aware of and supports the group declaration and lists:

- the names of brigades within the group;
- the name of the captain of each brigade; and
- the address of each brigade.

- ☐ **CATEGORY 7:** RSL Sub-Branch or Patriotic Fund

REQUIRED SUPPORTING DOCUMENTATION:

- Letter of request from President (or equivalent) of the Sub-Branch (Sub-Branch must be registered with the Victorian Branch of the Returned & Services League of Australia); or
- Advice of Patriotic Fund registration.

- ☐ **CATEGORY 8:** A recognised service club or association: Apex, Kiwanis, Lions, Rotary or Zonta club.

REQUIRED SUPPORTING DOCUMENTATION:

- A letter of request from President (or equivalent) on club letterhead.

Note: A service club other than a type listed above must provide the required supporting documentation of Part A Category 9.

- ☐ **CATEGORY 9:** All other organisations having a philanthropic or benevolent purpose

REQUIRED SUPPORTING DOCUMENTATION:

- a copy of your constitution, memorandum and articles of association, or rules under which the organisation operates, which must, among other things, provide that:
 - the organisation is not carried on for profit or gain of its individual members; and
 - prohibits distribution of profits or gains to individual members; and
 - in the event of the winding up of the organisation, the assets and property of the organisation must not be distributed to its members but to an organisation with similar objects
- a copy of the purposes/objects of the organisation, which must, among other things, provide for:
 - the relief of poverty; or
 - the advancement of education; or
 - the advancement of religion; or
 - any other purposes beneficial to the community.
- a list of members for the past two years
- a copy of your statements of income and expenditure and the balance sheets for the past two financial years
- a copy of the Minutes from the past two Annual General Meetings
- a copy of your Certificate of Incorporation (if applicable)
- evidence of endorsement by the Australian Taxation Office as an income tax exempt charity, an income tax exempt fund or a deductible gift recipient (if applicable).

PART B: ORGANISATIONS HAVING A SPORTING OR RECREATIONAL PURPOSE

IMPORTANT INFORMATION

All of the following documentation **must** be provided to establish eligibility of all sporting or recreational organisations shown in Categories 1 and 2:

- a copy of the list of members for the past two years
- a copy of the minutes of the past two annual general meetings
- a copy of the statements of income and expenditure and the balance sheets for the past 2 financial years
- a copy of the constitution / articles of association (including statement of purposes/objects/aims)
- a copy of the Certificate of Incorporation / Certificate of Registration as a company (if applicable)
- the name of the local, regional, state, national or international body or association to which the organisation is affiliated (if applicable)

NOTE: Your organisation **must** have a winding-up clause in its constitution which is suitable to meet the requirements of Regulation 64(h) of the Gambling Regulation Regulations 2005 (see attached).

If your organisation does not currently have a winding-up clause that meets this requirement, it will be required to amend the constitution at an Annual General Meeting or Special General Meeting.



CATEGORY 1:

An organisation which has a sporting or recreational purpose including the benefiting of any sporting or recreational club or association and is affiliated with a local, regional, state, national or international body or association with similar objects.

This type of organisation includes genuine sporting clubs and associations that are affiliated with a governing body or operate as the governing body of the sport.



CATEGORY 2:

An organisation which has a social or recreational purpose and has been in existence for a period of at least 2 years during which time it has complied with the requirements of Regulation 64 of the Gambling Regulation Regulations 2005 (see attached).

This type of organisation includes genuine social or recreational clubs such as past players and officials associations, sporting club social clubs and other special interest social or recreational clubs (for example, vintage car clubs).