

Belonging Matters' Sponsorship Policy & Procedure

Purpose

Sponsorship forms an important role in Belonging Matters fulfilling its mission and goals and enabling affordable resource for people with a disability and families. This policy outlines the Belonging Matters' requirements for the effective and ethical acceptance and management of sponsorship.

Scope

This policy applies to incoming sponsorship to Belonging Matters from external sources. This policy does not apply to donations and funding.

Overview

Belonging Matters recognises the mutual benefits that can be gained from developing positive and purposeful partnerships with organisations and businesses that exist within the wider-community which support its mission and values.

Belonging Matters is a registered as a Public Benevolent Institution (PBI), a Tax Concession Charity (TCC), and Deductible Gift Recipient (DGR).

Policy

It is understood that participation in advertising and sponsorship will not generate pressure on the people who use the services of Belonging Matters, staff or board members to purchase particular goods or services, subscribe to particular beliefs or attitudes or pursue particular courses of action.

All sponsorship is made to Belonging Matters with the intention of supporting its mission and goals. The CEO or and Board of Management representative will consider the potential impact on Belonging Matters prior to accepting any sponsorship.

Belonging Matters only accepts sponsorship where they are ethical in nature and those that are consistent with the mission, values and policies of the Belonging Matters. It is our policy not to accept sponsorship from organisations that have a bad record on social, financial and environmental conduct or whose operations impact negatively on people who are vulnerable or at risk. Companies and organisations specifically excluded from making financial contributions to Belonging Matters include pharmaceutical/gambling/tobacco/alcohol companies or if the acceptance of sponsorship will have a detrimental impact on the reputation of Belonging Matters

Belonging Matters reserves the right to refuse any sponsorship not in line with its mission, principles and polices

The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by Belonging Matters and is also applied in regard to sponsorship in

which material benefit to the external party is provided (e.g. advertising). In instances of a donation or sponsorship in which no material benefit is gained by the external party, the cost is GST exempt and tax deductible. GST is calculated at the date of publication of this document. Belonging Matters reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.

The solicitation of sponsorship for Belonging Matters must be for the purposes of Belonging Matters generally or for specified projects which will be detailed outlined in a sponsorship prospectus for the particular project

Any communications to the public made in the course of carrying out a sponsorship activity shall be truthful and non-deceptive.

All personal information collected by Belonging Matters is confidential and is not for sale or to be given away or disclosed to any third party without consent. See our [privacy policy](#) for more information. Consent to sharing the sponsors details, logos and other information will be agreed in each sponsorship agreement

No member of Belonging Matters may make formal approaches for sponsorship purposes unless coordinated with, and approved through, the CEO or Board of Management which must approve all sponsorship activities

No general solicitations shall be undertaken by telephone or door-to-door.

Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities.

No Sponsor shall assign, sublet or apportion the whole or any part of their Sponsorship package except upon prior written consent of Belonging Matters

No person representing Belonging Matters is to engage in speculation about the taxation implications or legal status of sponsorship with respect to the potential impact of the donor. Donors should seek their own independent advice about these matters

Arrangements will not be entered into with companies that seek information from Belonging Matters that would contravene the *Information Privacy Act 2000*.

Belonging Matters respects and protects the privacy of the people who use our services. Our [privacy policy](#) tells you how we collect, use and protect information. Consent to sharing the sponsors details, logos and other information will be agreed in each sponsorship agreement.

For cancellations and refunds of sponsorship please see out [refund policy](#)

Procedure

A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Belonging Matters. Fundraising activities should not be undertaken if they will expose the organisation to significant financial risk.

A report on fundraising will be prepared by the CEO or a representative of the fundraising sub-committee for inclusion in Belonging Matters annual report.

A sponsorship agreement, outlining terms, conditions and expectations will be developed for each sponsorship arrangement. Consent to sharing the sponsors details, logos and other information will also be agreed in each sponsorship agreement. Each sponsor will read and agree to the conditions of sale

Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required cost.

Sponsorship entitlements including organisation logo on the Belonging Matters website and other marketing material will be delivered upon receipt of the required payment.

All monies are payable in Australian dollars via credit card or EFT. Cheques should be made payable to Belonging Matters Inc. and must be drawn on an Australian bank.

All monies due and payable must be received (and cheques cleared) by Belonging Matters' managers prior to advertising. No organisation will be listed as a Sponsor in any official material until full payment and a booking form have been received by the Belonging Matter.

In considering a sponsorship or advertising arrangement the CEO, or representative of Belonging Matters will consider the Checklist for Sponsorship

Each individual sponsorship relationship will be monitored and maintained by the CEO or his/her representative.

Information relating to the sponsorship will be stored in an easy and accessible format for audit purposes.

Each individual sponsorship arrangement will be reviewed on an annual basis.