



**Australian Government**  
**Department of the Environment,  
Water, Heritage and the Arts**

# APPLICATION FOR REGISTER OF CULTURAL ORGANISATIONS

established under Subdivision 30-F of the *Income Tax Assessment Act 1997*

## IMPORTANT:

The Register of Cultural Organisations Guide provides an explanation of the information required in this Application form.

**Applicants should refer to the guide when completing this application.**

The information provided by an organisation in this application is used to assess its eligibility for inclusion on the Register. Once approved, applications are forwarded to the Australian Taxation Office (ATO) for assessment of the organisation for endorsement as a Deductible Gift Recipient (DGR).

## 1. ORGANISATION DETAILS

**Legal name:**

**Australian Business Number (ABN):**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Postal address:**

**Contact numbers:**

Business:

Facsimile:

Mobile:

**Email address:**

**Contact name:**

**Which of the following is your organisation constituted as? (please tick):**

Limited Company

Trust

Incorporated Association

Statutory Body

## 2. ACTIVITIES

The promotion of which of the following arts-related activities is your organisation's principal purpose? (you may fall under more than one category - see page 10 of the guide):

- |                          |   |                          |                 |
|--------------------------|---|--------------------------|-----------------|
| <input type="checkbox"/> | Literature  | <input type="checkbox"/> | Music           |
| <input type="checkbox"/> | Design  | <input type="checkbox"/> | Community Arts  |
| <input type="checkbox"/> | Crafts  | <input type="checkbox"/> | Video           |
| <input type="checkbox"/> | Performing Arts   | <input type="checkbox"/> | Visual Arts     |
| <input type="checkbox"/> | Radio   | <input type="checkbox"/> | Aboriginal Arts |
| <input type="checkbox"/> | Television  | <input type="checkbox"/> | Film            |
| <input type="checkbox"/> | Movable cultural heritage (promotion/preservation/study of) |                          |                 |

## 3. PUBLIC FUND

I am applying for endorsement of my entity as a deductible gift recipient for the operation of a public fund.

Item number applying to public fund:

12.1.1

**Legal name of public fund:**

Are you or your fund located in Australia?

Yes

No

(if not, you are not entitled to endorsement. See page 13 of the guide).

**Postal address of public fund:**

(if different from address provided at section 1)

Does your fund currently receive donations from the public? Yes

No

If you answered 'No', how does your organisation intend to solicit donations?

**Responsible persons:**

Provide the name and occupation of a minimum of three persons to be responsible for your public fund. Also, identify which description (outlined on page 13 of the guide) qualifies each person nominated as a 'responsible person'. If you need to include additional persons, attach a separate document to your Application.

**Person 1**

Name:

Occupation:

Responsible person qualification:

**Person 2**

Name:

Occupation:

Responsible person qualification:

**Person 3**

Name:

Occupation:

Responsible person qualification:

**Governing documents:**

Specify which provisions (clauses) of your organisation's governing documents mandate the following public fund requirements (see page 11 of the guide):

*A public fund will be maintained:*

- to which gifts of money or property for your organisation's principal purpose are to be made:

- to which any money received because of such gifts (including interest accrued thereon) is to be credited:

- that does not receive any other money or property:

- that prohibits the distribution of profits to its members, shareholders, controllers of the organisation or the trustees of a trust:

*Use of public fund:*

- gifts made to the fund, and any money received because of such gifts, will be used only for the organisation's principal purpose:

*Winding up of the fund:*

- the winding up of the public fund (see page 26 of the guide):

**Public Fund Account:**

Does your organisation have a separate financial institution account, that is a 'public fund', for donations? (This is a requirement for inclusion on the Register).

Yes

No

**Details of separate financial institution account:**

Name of financial institution:

Branch:

Account name:

BSB number:

Account number:

#### 4. REQUIRED ATTACHMENTS

**I have attached to this application a copy of the following documentation** (please tick):

Constitution/Rules/Memorandum and Articles of Association or Trust Deed

Annual report and/or audited financial statement and/or profit & loss sheet (if organisation has been operating for more than a year)

Certificate of Incorporation/Registration

The organisation's official objects either in the Constitution/ Memorandum/ Trust Deed or in a Statement of Purpose if using the model rules for Incorporated associations

Details of how grants, scholarships and prizes are advertised and the selection process followed to choose recipients (if applicable)

**5. DECLARATION** (to be signed by chief executive or equivalent)

I declare that the information provided in this application is accurate and complete, and that I am authorised to make this declaration.

Upon inclusion on the Register of Cultural Organisations, this organisation undertakes to:

- credit any money received because of gifts for its principal purpose to the organisation’s public fund;
- ensure that the public fund receives no other money or property;
- ensure that donations made to the organisation’s public fund are used only for the organisation’s principal purpose;
- provide information on donations at six monthly intervals;
- comply with any rules made by the Australian Government to ensure that gifts made to the public fund are used only for the organisation’s principal purpose;
- inform the Department in writing within 21 days of all changes to contact details, governing documents, office bearers or Board and in particular the persons responsible for the public fund (i.e. advise resignations and new name/s with occupation/qualifications), the current person to whom all correspondence should be forwarded and where grants scholarships and prizes are introduced—provide details of the selection process used to choose recipients;
- inform the Department if the organisation and/or its public fund is to be wound-up; and
- participate in a review approximately every three years to check ongoing eligibility for tax deductibility status.

Name:

Position held:

Signature:

Date:

Daytime contact  Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**6. DATE OF ENDORSEMENT** (OFFICE USE ONLY)

Date of endorsement as a Deductible Gift Recipient \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**WHERE DID YOU FIND OUT ABOUT THE REGISTER?**

Tax advisor

Department website

Australian Tax Office (ATO)

Other (please specify)