



Eligibility assessment form for local donation partners to appear on the Return and Earn RVM network

Complete and save the information required in this form and e-mail it together with copies of the required supporting documentation to donations.nsw@tomra.com. Responses without the required supporting documentation including your 'Awareness and Promotion Plan' will not be considered (please refer to Section 5).

Note: Only use this form if you are requesting a position as a **local** donation partner on the Return and Earn RVM network. A different form is available to request a position as a major donation partner. Be sure to read the 'General Information' section included at the end of this form.

1. About Your Organisation

Registered name	
ABN (if any)	
Street Address	
Postal Address	
Website (if any)	

2. About the Person Making This Request

First & Last Name	
Position / Title	
E-mail address	
Telephone	

3. Eligibility Criteria

a) Select which of the following primary eligibility criteria applies to your organisation (if none, do not proceed with this eligibility assessment). Your organisation:

- Is currently registered as a charity in NSW
- Has Deductible Gift Status with the Australian Taxation Office
- Is a registered school (public or private but not-for-profit)
- Is a community, education or environmental organisation that is incorporated as a not-for-profit organisation either under the Associations Incorporation Act 2009 or as a company limited by guarantee.
- Is a sporting club that is incorporated as a not-for-profit organisation either under the Associations Incorporation Act 2009 or as a company limited by guarantee and which can demonstrate an affiliation with a recognized state sporting organisation.

If none of these criteria applies to your organisation, your organisation is not eligible to become a donation partner. Please do not proceed with this eligibility assessment.

- b) Local donation partners must be an organisation with a predominantly local presence that demonstrate a broad community benefit within the local area or the municipal area in which the proposed reverse vending machines are located. Please provide a brief description of your organisation to demonstrate that it fulfils this criteria. In addition, please also specify the reverse vending machine collection point(s) your organisation wishes to be featured on as a donation partner – if possible, please specify the kiosk number found on the front right-hand side. (maximum 250 words).

Sporting clubs only: please also provide information about your affiliation with a recognized state sporting organisation.

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- c) Acknowledgement. Place a tick in the box below to if you have read and agree with the following statement:

- I have read the eligibility criteria on the tcsnsw.com.au website that apply specifically to local donation partners and also those criteria that apply to all donation partners. I believe my organisation satisfies all of those criteria and I am aware the organisation will be required to enter into an agreement to that effect.

4. Bank Details

Please provide details of the bank account to which payments should be made if your organisation becomes a donation partner. Please note, the account name must match the registered name of your organisation.

Account Name	
BSB	
Account Number	

5. Supporting Information

When submitting your completed eligibility assessment form by e-mail, please be sure to also attach the following as pdf files.

- i. Evidence of your
 - registration a charity in NSW, or
 - registration as a Deductible Gift Recipient organisation, or
 - registration a school, or
 - if you are a sporting club or other community, educational or environmental organisation, then evidence of your incorporation as a not-for-profit Association in NSW or as a not-for-profit company limited by guarantee.
- ii. Your Awareness and Promotion Plan (refer note below)

What is an Awareness and Promotion Plan?

All donation partner applicants are requested to demonstrate their willingness to use their own networks and resources to promote awareness of their presence on the RVM network and of the Return and Earn Scheme. Please provide a brief 'Awareness and Promotion Plan' that demonstrates how you would go about encouraging supporters of your organisation and members of the public within your locality to use the RVM collection points requested and to donate the proceeds to your organisation. Your response need only be a brief summary of ideas; bullet points are preferred; and your plan should not exceed one A4 page. If you are planning a specific campaign or seeking a particular date to be on the RVM network, please provide details at the beginning of your plan.

Please note, there is no expectation that your organisation would commit to spending funds – efforts are sought only from your existing networks and resources for creating publicity and awareness. At the commencement of a fundraising period, we will provide some standardized or pro forma creative assets in electronic form that donation partners can adapt and use in their promotion and awareness raising activities.

See the guide to completing this application for more information.

6. Legal Agreement

Once your Eligibility Assessment is assessed, and if your organisation appears to satisfy all the eligibility criteria, we will provide you with a copy of TOMRA's standard legal agreement for you to review.

General information about donation partner arrangements

The reverse vending machine (RVM) network operates across NSW. Most RVMs can feature four potential donation partners for users (consumers returning containers) to choose from – as well as offering electronic cash transfer and voucher options.

There are two types of donation partners including:

- Major donation partners: state-wide or international not-for-profit organisations who will appear as a donation partner on reverse vending machines across NSW, and
- Local donation partners: local, not-for-profit organisations who will appear as a donation partner on reverse vending machines in their local town, suburb, municipality or similar region.

Generally, three of the four positions on the RVM network will be allocated to major donation partners with one position being dedicated to local partners in each locality. The selection criteria for local partners are less stringent than those for major donation partners with the idea that a wide variety of qualifying grass roots community organisations will be able to participate.

The eligibility criteria for both major and local donation partners can be found on the TOMRA Cleanaway website tcnsw.com.au.

The Return and Earn Scheme has commenced with four initial donation partners. From the 1st of March, 2018, donation partners will be rotated every three months to give a range of not-for-profit organisations the opportunity to benefit.

Major donation partners will appear across the RVM network. Donation partners will be rotated on a regular basis – usually on a three-monthly basis but as may be agreed with donation partners from time to time. Local donation partners may be rotated more frequently (for example to align with local drives, awareness raising activities, school visits or other events).

TOMRA (the direct operator of the RVM network under contract to the TOMRA Cleanaway joint venture) has a standard form of legal agreement which donation partners will be expected 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 on the RVM network. 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.

Completed eligibility assessment forms will be acknowledged soon after receipt. Respondents will be advised of the success or otherwise of their request within 30 days, and generally before one month prior to the commencement of the next cycle of donation partners. TOMRA reserves the right to exercise a cut off for considering eligibility assessments for any three-month cycle up to one calendar month before that cycle commences in order to finalise relevant evaluations, contracts and operational considerations. Any requests received subsequently will be considered for the following donation partner cycle.