

### **What is the Rotary Australia Benevolent Society?**

RAWCS has established the **Rotary Australia Benevolent Society (ABN: 54 563 288 318)** to assist Rotary Clubs and Rotary Districts within Australia to respond to needs within their own communities and to gain tax deductibility for donations made to their registered project. RABS is a public benevolent institution (PBI) with full Australian Taxation Office certification.

RABS will be administered on a National basis, fully utilising the RAWCS website and our online donation facility to minimise administration costs.

RABS Projects can be registered by Australian Rotary Clubs and Rotary Districts who are of good standing with Rotary International.

Rotary Clubs and Districts operating RABS projects are deemed to be acting as agents for RAWCS Ltd.

### **What are the project criteria?**

A RABS project must have **benevolent relief as its main purpose**, and that relief must be **provided to people in need**.

Your **project does not have to provide material help directly** to those in need. Public benevolent institutions can engage others to undertake activities on its behalf or be part of a relationship of collaboration (such as within a structure of related organisations with shared objects) that is organised, conducted for or promotes benevolent relief.

Benevolent relief includes working for the relief of poverty or distress (such as **sickness, disability, destitution, suffering, misfortune or helplessness**).

The **degree (level) of distress** is also important and your project only meets the definition if its purposes try to meet a need that is:

- **significant enough** (and the circumstances difficult enough) to arouse compassion in people in the community
- **beyond the suffering experienced as part of ordinary daily life**, and
- **concrete enough** – aimed at **helping people** who are recognisably in need of benevolence (see below).

The purpose does not have to be to relieve financial hardship or need caused by poverty, but can relieve other needs. For example, a project that provides counselling services to people traumatised by a natural disaster, or one that provides education and activities to disadvantaged young people to help them gain skills in life may qualify with the requirements of a public benevolent institution.

The RABS project approval process will carefully review activities to determine whether the project is acceptable for registration.

More information on interpretation of these criteria is available on the Australian Charities and Not-for-profits Commission (ACNC) website page on the following link:

[http://www.acnc.gov.au/ACNC/Pblctns/Factsheets/ACNC/FTS/Fact\\_PBI.aspx](http://www.acnc.gov.au/ACNC/Pblctns/Factsheets/ACNC/FTS/Fact_PBI.aspx)

### **How does the Rotary Australia Benevolent Society work?**

All projects must have a definite start date and completion date. All must be completed within three years of the registration date.

All RABS projects must be in Australia unless it is a response for Disaster Relief in an overseas community.

Project applications can be registered on the application form found on our website – <http://rawcs.org.au/>

All applications must have the signature of the Project Manager, the current Rotary Club President, District Governor, District RAWCS Chair and Regional RAWCS/RABS Chair, prior to being registered on the National RAWCS database. Approved project applications will be held on file by the National Projects Manager.

A Rotary Club or District can register a RABS project benefitting a third party organisation under the following circumstances:

- Provided the third party organisation has DGR status with the ATO. The RABS application for registration form must state the person or people who will benefit from the relief given.
- Provided the third party organisation that does not have DGR status with the ATO completes an MOU signed by all parties. The MOU must state how the relief benefit will be given, who will actually carry this out and the people who will benefit from the relief given.

RAWCS provides a standard MOU Format on our website for applicants to complete.

**Disaster Relief projects** both in Australia and outside Australia must be for relief to people. These project applications must have an MOU explaining who is acting in the community to distribute the relief (usually it will be a Rotary Club or District), how the relief benefit will be given and the people who will benefit from the relief given.

**All RABS project donations must be deposited into the National RABS account by way of the RAWCS online donation facility** that will be established for each project. Payments on behalf of the project will be made by the RAWCS National Treasurer at the request of the Project Manager in writing (email will be accepted).

A service fee of 3% will be deducted from all donations to RABS National. However, donations to a project registered to respond to a declared disaster will be exempt from the 3% service fee. Other exemptions are explained in the “Service Fees Policy” available on our website.

The RAWCS National Secretariat will provide the Project Manager a project financial statement every month in which transactions have been made and at the completion of each project. These statements list all transactions and must be checked by the Project Manager to verify they are a correct record of the project’s activities.

These reports and all records are to be kept for a minimum of seven years by the Project Manager.

## Record keeping

Operational records must be kept by the Project Manager. Operational records are any documents other than financial, about your project's operation. These may include meeting minutes, reports, photographs or written details of your project. You need to keep records that allow the RAWCS and the ACNC to assess whether:

- your project continues to give benevolent relief. For example, the documents should show what activities you are doing to further your project's charitable purpose.
- your project is complying with its responsibilities under the ACNC Act. Each Project Manager must have a committee of at least three nominated to manage the project. (i.e. Project Manager who must be an active Rotarian in the sponsoring Rotary Club and two others).

If there is any surplus of funds in the Project account at the completion of the project, it must be deposited to a currently registered RABS project of the Project committee's choice. This is a stated requirement of a benevolent fund.

Project Managers will be responsible to complete and **submit online project reports every six months**. An email will be sent to them with a link to the actual report. It needs to be filled in online and then submitted. A copy will be sent to their own Rotary Club, District Governor, District RAWCS Chair, Regional RAWCS Chair and the National Projects Manager as well as being placed on the project file.

All projects can be subject to audit at any time by RAWCS National Auditor, Regional officers of RABS or officers of the ACNC.

### **An incomplete application for Registration Form will not be processed.**

The Application for Registration is based on an electronic table in WORD, to assist clubs keying in the required data.

When you have completed the form save it as a file on your computer as a PDF file. Under the tools menu you can send the document for signature or sign the document with your actual signature. If you prefer to hand-write your information, the form is also available in a PDF version provided for this purpose.

**To submit your completed form to RAWCS:** Contact your ***District RAWCS Chair*** (details are in your District Directory) and discuss your project. The District RAWCS Chair may have information from other projects that will assist your planning. When your form is completed, submit it through your District RAWCS Chair, to the Regional RABS Chair, who will forward it to the National Project Coordinator.

**It is preferred that the application be submitted by email to all parties required to receive it.**

If you think your project may also qualify for a Grant from the Rotary Foundation, you should seek advice from your District's Foundation Grants Chair.

**Please fill out all sections.**

**PROJECT REGISTRATION FORM**  
**ROTARY AUSTRALIA BENEVOLENT SOCIETY (ABN: 54 563 288 318)**



**1.1 Project Summary**

<b>RABS Registration No.</b>	<i>Given by RAWCS National Coordinator when registered</i>
<b>PROJECT NAME</b>	
<b>Location &amp; State</b>	
<b>Objective</b> <i>A brief summary</i>	

**1.2 Explain what person or people your project will deliver benevolent relief to:**

**1.3 Explain how and who will deliver the benevolent relief that “arouses the compassion of your community” and “provides relief to people in need”:**

**1.4 Sponsoring Club**

<b>Rotary Club &amp; District</b>	<b>Rotary Club of</b>	<b>District</b>
<b>Project Manager</b> <i>Name of the person who will manage this project for your club and be the contact for RAWCS for the life of the project</i>	<b>Rotary Title</b> <b>Name</b>	e.g. PP, PDG, Rtn.
<b>Contact Details</b> <i>The Project Manager must be a Rotarian from the sponsoring Rotary Club.</i>	<b>Address:</b> <b>Phone Home:</b> <b>Phone Bus:</b> <b>Mobile:</b> <b>Email:</b>	

*If this project is jointly sponsored by two or more clubs, just copy the section above and include the relevant details for each club, with the primary contact first.*

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**1.5 Project Committee Details** – A committee of at least two other members from the sponsoring Rotary Club must be nominated here. Other members can be Non-Rotarians:

Name	Home Phone	Mobile Phone	Email address

**1.6 Project Partner.** (if any) This is any organisation you will be partnering with – e.g. the organisation that will be receiving volunteers and/or funding from this project.

<b>Organisation</b>	
<b>Project Manager/Contact</b> <i>The Name of the contact in that organisation, and his/her title/position.</i>	<b>Name</b>
<b>Contact Details</b> <i>(phone include, home and business, as appropriate)</i>	<b>Address:</b> <b>Phone:</b> <b>Email:</b>

**1.7 Rotary elsewhere.** If another **Rotary Club or District** from elsewhere in Australia or the world is also partnering in the project, include that club's details here.

<b>Rotary Club &amp; District</b>	<b>Rotary Club of</b>	<b>District</b>
<b>Project Manager</b>		
<b>Contact Details</b> <i>(phone include, home and business, as appropriate))</i>	<b>Address: Phone Home:</b> <b>Mobile:</b> <b>Email:</b>	

If this project is jointly sponsored by two or more clubs, just copy the section above and include the relevant details for each club.

**2. Project Details** (To be completed by all project applicants)

<p><b>2.1 Project Description</b>          (Give a full description of the proposed project with as much detail as possible. Supporting documentation may be provided as attachments.)</p>	
<p><b>2.2 List all relevant local authorities or organisations who have been or will be consulted.</b>          (a) to date          (b) between now &amp; start of work</p>	<p>a. b.</p>
<p><b>2.3 Have you contacted other Rotary Clubs that operate in the same location to coordinate activities?</b></p>	<p><i>Please note who has been contacted and what has been arranged.</i></p>
<p><b>2.4 Intended start date</b></p>	
<p><b>2.5 Expected completion date</b></p>	
<p><b>2.6 Has an itemised budget been prepared &amp; attached?</b></p>	<p>YES                      NO                      Please comment if NO</p>
<p><b>2.7 Name/Contact details of financial Manager. Who will be responsible for FINANCIAL MANAGEMENT during the life of the project if different from Project Manager?</b></p>	<p>Name  Phone number  Email</p>
<p><b>2.8 Does this project require tax deductibility for donated funds?</b></p>	<p>If any donation is to be made to the “Rotary Australia Benevolent Fund” this answer should be yes. Almost all will need to say yes.  YES                      NO</p>

### 3.0 Endorsements

#### 3.1 Project Manager

I have read the RABS instructions on projects and fully understand the responsibilities involved and acknowledge that the RABS National Project Coordinator is the final arbitrator as to whether the project is registered with RABS. I acknowledge that the project will be subject to audit at any time.

<b>Rotary Club &amp; District</b>	<b>District</b>
<b>Title of Officer signing as Project Manager</b>	e.g. President, PP, PDG
<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

#### 3.2 Sponsoring Club/s

I have read the RABS instructions on projects and fully understand the responsibilities involved. I support this application for registration and recommend it for approval by RABS as a registered project.

<b>Rotary Club &amp; District</b>	Rotary Club of	<b>District</b>
<b>Title of Officer signing behalf of Club/District</b>	e.g. President	
<b>Full Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		

*For more than one sponsoring club, copy the section above.*

#### 3.3 Other Endorsing Officers: *All officers listed below must sign*

I am aware of this application for registration and to the best of my knowledge believe that the information provided is correct and that the project takes into account all aspects involving accountability, human rights, gender issues, sustainability, community relations and the environment. I recommend it for approval by RABS as a registered project.

Officer	Name	Signature	Date
<b>District RAWCS Chair</b>			
<b>District Governor</b>			
<b>Regional RABS/RAWCS Chair</b>			