

# Company donation form (internal use only)

## Form Preview

### Is your donation able to be recorded?

\* indicates a required field

**Use this form to record your one-off charitable donations (gifts) that do not require an acquittal process.**

**\*\*This is not for recording grants, sponsorships, or scholarships\*\***

**Record your giving as a donation if it is:**

- charitable or delivers an activity that is broadly recognised as charitable e.g. education, health, social welfare, arts/culture
- delivers a public rather than private benefit (may support a vulnerable member of the community)
- one-off, or in response to a short-term event
- relies on the charity's assurance that the money is well spent, rather than formal acquittal processes

A donation **excludes:**

- funds gifted following an application and acquittal process (grants, sponsorships or scholarships)
- funds provided in exchange for benefits
- cash or in-kind donations provided by:
  - employees (either direct donations or funds raised by employees)
  - customers
  - other organisations (government or business)

**Does this donation meet the above criteria? \***

Yes

No

### Donation form

\* indicates a required field

**Definitions:**

- **Cash** - the gross amount paid to support an organisation/project.

*Do not* record cash value of resources provided by:

- Employees (either direct donations or funds raised by employees)
- Donations from customers
- Donations from other organisations (government or business)
- **Time** - includes employee volunteering or any other community activity e.g.
  - Active participation in fundraising activities
  - Longer-term secondments to community organisations
  - Supervision of work experience placements

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- **In-kind** - non-cash donations of products, services or other resources e.g. IT equipment, used furniture, meeting rooms or other space.

### Donation

#### Donation type \*

- Cash
- Time
- In-kind (non-monetary)

### Cash

#### Cash donation type \*

- Donation to appeal
- Individual hardship relief payment
- Community benefit
- Other

### Time

#### Time donation type \*

- Staff volunteering (outside work hours or with no time off in lieu)
- Staff volunteering (during work hours or with time off in lieu)
- Directors' volunteer time (e.g. board time)

#### Total number of hours volunteered \*

Must be a number.  
Estimate if unknown.

### In-kind

#### In-kind donation type \*

- Product or services
- Other resources such as equipment, used furniture, etc
- Meeting rooms or space
- Professional services

### Details

#### Date made \*

#### Amount (or equivalent value) \*

\$

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- If time has been volunteered, estimate amount by multiplying the number of hours by an estimated hourly rate.
- In-kind contributions must be valued at what it has actually cost you, not what the beneficiary would have paid in a retail market.

### Donation/gift name \*

e.g. National Bushfire Appeal, Primary School [year] fundraiser, volunteering for the local fire brigade.

### Details \*

Please provide information about what was donated and how you arrived at the value (if not a cash donation).

**\*\*PLEASE NOTE\*\*** Due to a limitation in SmartyGrants, the **following two questions** may not be logical. Please read the words 'project/program' as 'donation'.

### Who are the primary beneficiaries of this project/program? \*

No more than 1 choice may be selected.

Please choose only the group(s) that are at the very core of this project/program.

### What are the primary areas of focus for this project/program? \*

No more than 1 choice may be selected.

You can select items from any area of the list - all have equal value. Only select sub-categories if you want to be more specific.

### Supporting documentation (optional)

Attach a file:

## Recipient details

### Recipient \*

Individual  Organisation

Organisation Name

First Name

Last Name

Please use sentence case when entering individual or organisation names.

### ABN (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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## Form Preview

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### Address

Address

  

### Phone Number

Must be an Australian phone number.

### Email

### Reporting reminder!

Once submitted, remember to complete the **Decision Tab** and **mark the donation as Paid** to ensure this donation amount on this form appears in your reporting.

For information or queries, please contact [communityimpacthub@bendigoadelaide.com.au](mailto:communityimpacthub@bendigoadelaide.com.au).