**What is the Rotary Australia Benevolent Society (RABS)?**

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 particular 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 to minimise administration costs.

RABS Projects can be registered by Australian Rotary Clubs and Rotary Districts who are of good standing with Rotary International. A Rotary Club can only register one RABS project at a time. An open project must be acquitted by RABS National before a new registration will be accepted. In addition to registrations by Clubs, Rotary Districts can register up to two District projects.

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

**What are the project criteria?**

The ACNC Act requires that all Benevolent Society projects must address one of the following criteria that ***arouse the compassion of your community:***

Poverty Sickness

Suffering Distress

Misfortune Disability

Destitution Helplessness

The main requirement for RABS projects is that they provide ***direct relief*** to people in need. If the clients are disadvantaged, the relief should target that disadvantage, i.e. a place to sleep for the homeless, food and money for those in poverty, counselling and support of those in distress.

The relief provided must only be for people. Your project must also show that it works for a section of the community that clearly needs help, in other words 'people in need'.

'Public' refers to who your project, works for. The benefit can be for a section of the community (as long as it is needy) and does not have to be for the benefit of the community as a whole.

An example may be a charity that provides assistance to homeless people within a certain community. If it can show that the community it works for ***is in need of assistance***, it can be a public benevolent institution.

Activities which are considered indirect include providing information and referrals, conducting research, education, childcare training, open group discussions, and self-help groups.

RABS has determined that our activities are predominately (at least 60%) the provision of ***direct relief***. The RABS project approval process will carefully review activities to determine whether it is direct or indirect relief. Even if activities are direct, the clients must be suffering so as to ***arouse compassion in the community*** in order to make direct relief ***‘benevolent relief’*** and therefore come within RABS public benevolent institution requirements.

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>

**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 applications must have the signature of the Project Manager and the current Rotary Club President or District Governor, District RAWCS Chair and Regional RABS Chair, prior to being registered on the National RAWCS database. Approved Project Applications will be held by the National Database Coordinator.

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 to the project will then 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.

The RAWCS National Treasurer will provide the Project Manager a project financial statement every twelve months and at the completion of each project. This statement must list all transactions and be certified by the Project Manager as a correct record of the project’s activities. These reports will be forwarded by the Project Manager to the District RAWCS and Regional RABS Chair and be kept for seven years by each of them.

**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 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.

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

The **Project Registration Fee of $50.00** is to be paid to the Regional RABS Chair, before the Project will receive final approval and registration.

**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. 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.**

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.**

**1.1 Project Summary**

|  |  |
| --- | --- |
| **RABS Registration No.** | *Given by RAWCS National Coordinator when registered* |
| **PROJECT NAME** |  |
| **Location & State** |  |
| **Objective**  *A brief summary* |  |

**1.2 Indicate “Yes” to each of the following criteria that your project addresses and arouses the compassion of your community.**

*You must indicate yes to at least one of the criteria for your project to be approved.*

|  |  |
| --- | --- |
| Poverty | Yes No |
| Sickness | Yes No |
| Suffering | Yes No |
| Distress | Yes No |
| Misfortune | Yes No |
| Disability | Yes No |
| Destitution | Yes No |
| Helplessness | Yes No |

**1.3 Explain how your project addresses the criteria nominated above that “*arouses the compassion of your community” and “provides direct relief to people in need”:***

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| --- |
|  |

**1.4Sponsoring Club**

|  |  |
| --- | --- |
| **Rotary Club & District** | **Rotary Club of**       **District** |
| **Project Manager**  *Name of the person who will manage this project for your club and be the contact for RAWCS for the life of the project* | Rotary Title       e.g. PP, PDG, Rtn.  Name |
| **Contact Details** | **Address:**  **Phone Home:** (     )  **Phone Bus :** (     )  **Mobile:**  **Email:** |

*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.*

**1.5Project Committee Details –** *A committee of the Project Manager and at least two others from the sponsoring Rotary Club must be nominated here:*

Name Home Phone Mobile Phone Email address

|  |  |  |  |
| --- | --- | --- | --- |
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**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.*

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

**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.*

|  |  |
| --- | --- |
| **Rotary Club & District** | **District** |
| **Project Manager** |  |
| **Contact Details**  *(phone include, home and business, as appropriate)***)** | **Address:**  **Phone:**  **Fax:**  **Email:** |

*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)

|  |  |
| --- | --- |
| **2.1 PROJECT DESCRIPTION**  (Give a full description of the proposed project with as much detail as possible, including who will benefit. Supporting documentation may be provided as attachments.) |  |
| **2.2 List all relevant local authorities or organisations who have been or will be consulted.**  **(a) to date**  **(b) between now & start of work** |  |
| **2.3 Have you contacted other Rotary Clubs that operate in the same location to coordinate activities?** | ***Please note who has been contacted and what has been arranged.*** |
| **2.4 Intended start date** |  |
| **2.5 Expected completion date** |  |
| **2.6 Has an itemised budget been prepared & attached?** | YES NO Please comment if NO |
| **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?*** | Name  Phone number  Email |
| **2.8 Does this project require tax deductibility for donated funds?** | 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 |

**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.

|  |  |
| --- | --- |
| **Rotary Club & District** | **District** |
| **Title of Officer signing as Project Manager** | e.g. President, PP, PDG |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**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.

|  |  |
| --- | --- |
| **Rotary Club & District** | **District** |
| **Title of Officer signing behalf of Club/District** | e.g. President |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Registration Fee of $50 is attached** | YES NO Please comment if NO  (Payable to your Regional RABS Chair) |

*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**

|  |  |  |  |
| --- | --- | --- | --- |
| **District RAWCS Chair** |  |  |  |
| **District Governor** |  |  |  |
| **Regional RABS Chair** |  |  |  |