

## Donation Request Form

Please complete and return via email to [balc@ballarat.vic.gov.au](mailto:balc@ballarat.vic.gov.au) or in person at BALC.

### ORGANISATION DETAILS

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact name: \_\_\_\_\_

Position/Role: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of organisation:

Childcare/Kindergarten

Sporting Club

School

Other: \_\_\_\_\_

Is the organisation non-profit?

Yes

No

### EVENT INFORMATION

Event name/type: \_\_\_\_\_

Date: \_\_\_\_\_

How will BALC be promoted at the event?  
\_\_\_\_\_

Do you require a copy of BALC's logo?

No

Yes – specify format: \_\_\_\_\_

### Donation guidelines:

- ✓ Donation requests must be submitted via this form.
- ✓ Requests will only be considered if there is an accompanying letter on the organisation letterhead.
- ✓ We require at least one month's notice to process donation requests.
- ✓ Donations will only be provided in the form of gift certificates and/or passes for services within the Centre. Under no circumstances will cash be provided.

Please note that this form does not guarantee a donation. We thank you for your request and will be in touch shortly.