



“I WANT TO RAISE FUNDS FOR MERCY RELIEF”

You are simply **AWESOME!** Thank you for supporting us through a fundraising event.

To enable us to support you as best as we can, please return this form to us completed via email to intouch@mercyrelief.org.

- This form has to be submitted at least 14 days before the commencement of the fundraising event / project.
- Public Fundraising: A fundraising permit will be required from the Singapore Police Licensing Division OR National Council of Social Services
- Private Fundraising: A license / permit is not required if collections for fundraising activity are solely from family members and friends.
 - Please see full details in the guidelines provided by the Commissioner of Charity (COC) found [HERE](#).

EVENT COORDINATOR PARTICULARS	
Organisation/Company Name: <i>(Applicable only if the fundraise event is by an organization or a company)</i>	
Contact Person Name:	
Contact Person Email:	
Contact Number:	HP: Office: Fax:
Mailing Address:	
Email:	
EVENT DETAILS	
Proposed name of event:	
Fundraising for:	<input type="checkbox"/> Mercy Relief Impact Fund (tax-deductible, provided NRIC/UEN) <input type="checkbox"/> Disaster Specific Fund (non tax-deductible, write name of fund below) _____
Fundraise event description: <i>(Nature of event? E.g. Charity Ball, Golf Invitational, Charity Fun Fair, Concert)</i> * Attach photos where applicable	
Venue of event:	

Date of event:	
Duration of event:	
Method of fundraising: <i>(Ticket sales, donation box, etc?)</i>	
Target audience: <i>(Expected number of people to reach)</i>	
Fundraising target:	

(FOR FUNDRAISER ONLY) DISCLAIMER AND FUNDRAISING AGREEMENT

I accept the terms and conditions of the fundraising guidelines. I agree to conduct my event / activity / project in accordance with those terms and conditions in a manner that upholds the integrity of Mercy Relief Limited.

I consent to MR sending me information about its activities and events, including fundraising activities and events.

Signature: _____

Date: _____

Approved by: Mercy Relief Representative

Name/Title: _____

Signature: _____

Date: _____

The Organizers and Mercy Relief agree that:-

1. This fundraising initiative is being organized strictly for Mercy Relief's humanitarian relief efforts, and is not intended to carry any racial, religious or political messages, or be in support of or against any particular race, religion or political ideology or include the display of any symbol relating thereto (i.e. flags, posters, placards and the like) during the Event.
2. The Organizers will obtain written approval from Mercy Relief of all written collaterals for the fundraising initiative generally and the Event in particular before their public release online or in print.
3. All parties involved will adhere to the government's guidelines and regulations on public fundraising, as well as fundraising for foreign charitable purposes.
4. The Organizers will proceed with the Event only after all necessary permits/licenses are obtained from the relevant authorities.
5. The Organizers will take all necessary actions to avoid any public disturbances at the Event and to provide all necessary crowd control measures.
6. The Organizers will remit all the monies from the fundraising initiative, and all items issued to them or their personnel by Mercy Relief in relation thereto (eg. Donation cans, donation boxes etc) to Mercy Relief within 24 hours after the event.

If there is any breach of the agreement by the Organizers, Mercy Relief has the right to withdraw as the Event beneficiary and will not be held responsible for such breach.

GUIDELINES ON PUBLIC AND PRIVATE FUND-RAISING

Aim

This set of guidelines explains how the Commissioner of Charities distinguishes between public and private fund-raising appeals, so as to provide clarity on the waiver of the 80:20 rule on donations to a private fund-raising appeal for foreign charitable causes.

Fund-raising Permit for Foreign Charitable Purposes

2 If a person or organisation wishes to conduct fund-raising appeals for foreign charitable, benevolent and philanthropic purposes, a permit is needed from the COC. Granting of the permit is conditional upon the applicant undertaking to apply 80% of the funds raised through the fund-raising appeal, on charitable objects in Singapore (i.e. “80:20 fund-raising rule”).

3 As part of the measures taken to make Singapore a philanthropic hub, the Government has announced in the 2007 Budget Statement ***the removal of the 80:20 fund-raising rule on private donations raised for foreign charitable causes, but retaining the rule on donations raised from the general public.*** The change will support the charitable work of reputable charitable organisations and grantmakers with an international or regional orientation, while ensuring that funds raised from the general public continue to benefit the Singapore community.

Distinction between Public and Private Fund-raising

4 Public fund-raising activities source donations from the general public, who are typically “man-in-the-street” donors who may not have access to sufficient information to be discerning about their donation decision, especially if the donations are solicited for foreign charitable purposes. On the other hand, private donors are those who have a personal relationship with the fund-raiser or do not constitute the general public and are better positioned to decide if they want to support the fundraising efforts and the charitable cause. Therefore private fund-raising can be less tightly regulated.

Private Fund-Raising

5 All the following factors will be considered collectively to determine if a fund-raising activity is private:

- I. **Relationship of fund-raiser/participator with the potential donor**
 - a. **Close contacts**¹: family members, personal friends and business associates
 - b. **Internal**² fund-raising within:

¹ There should be a direct relationship between the fund-raiser and the targeted potential donor.

- i. Organisations such as business corporations, registered clubs, societies, religious bodies or associations
- ii. An alumni network
- iii. Schools³

II. Target donor groups

Discerning entities, such as business corporations, family and corporate foundations are better placed to assess the intent and purposes of the fund-raisers.

III. Outreach

- a. Scale of outreach, subject to the test of reasonableness. For example, if a bank decides to have a fund-raising appeal targeting all its clients, it will not be reasonable to consider it a private fund-raising appeal as the scale of outreach is likely to be in the thousands.
- b. Accessibility and Publicity: The private fund-raising appeal should not be accessible to any walk-in member of the public. There should also not be any use of self-initiated media publicity (e.g. news coverage, advertising via internet or use of outdoor displays), campaigns and road shows for the appeal.

6 All of the above factors would be taken into consideration to determine if an organisation's fund-raising appeal for foreign charitable purposes may be deemed as private, so as to be exempted from the 80:20 fund-raising rule. If there is any breach of rules after classification as a private appeal, the exemption will no longer be valid and 80/20 rule will be applied on the donations received under the permit. All fund-raisers should also abide by the [Charities \(Fund-raising Appeals for Local and Foreign Charitable Purposes\) Regulations](#).

OFFICE OF THE COMMISSIONER OF CHARITIES
FEBRUARY 2013

² Where the activities are organised by the organisations themselves, or by its registered members with the explicit approval of the organisation.

³ For example, when a school raises funds from teachers and/or students to support a particular overseas charity or charitable cause.