

# Register of Cultural Organisations (ROCO) Application Form

## Form Preview

### Application Form

Established under Subdivision 30-F of the Income Tax Assessment Act 1997

### Important

To be eligible for entry on the Register of Cultural Organisations (ROCO) an organisation must meet all the criteria of section 30-300 of the [Income Tax Assessment Act 1997](#) (the Act).

Organisations entered on the ROCO are endorsed by the Australian Taxation Office (ATO) as a Deductible Gift Recipient (DGR) and are eligible to receive tax deductible donations in accordance with Division 30 of the Act.

The Register of Cultural Organisations Guide (the Guide) provides an explanation of the information required in this Application Form. Organisations applying for entry on the ROCO should read the Guide before preparing and submitting their applications.

Information provided by an organisation in its application and supporting materials is used to assess its eligibility for entry on the ROCO.

Before commencing your application, please read the [Register of Cultural Organisations Guide](#).

### Privacy Statement

The Department of Infrastructure, Transport, Regional Development and Communications uses this form to collect personal information required under Australian Income Tax legislation to process this application to enter the applicant organisation onto the Register of Cultural Organisations. The Department will treat the personal information we collect on this form according to the [Australian Privacy Principles](#) and the [Privacy Act 1988](#). If your application meets the eligibility criteria, the contact details you provide in this form may be disclosed to the Minister for the Arts. The personal information collected on this form may also be forwarded to the ATO. The personal information collected on this form will not be provided to any other person or organisation unless it is required by law. For further information about our privacy obligations, (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see our [Privacy Policy](#). If your contact details change and need to be updated please contact [roco.mail@arts.gov.au](mailto:roco.mail@arts.gov.au).

### About your Organisation

\* indicates a required field

### Organisation Details

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**Organisation Name \***

Organisation Name

Please enter your legal name of your organisation

**Primary Address \***

Address

  


Address Line 1, Suburb/Town, State/Province, and Postcode are required.

**Postal Address**

Address

  

**Please provide your organisations Australian Business Number (ABN)**

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

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Contact Person

Click the **Add More Button** to add the details if there are multiple contact persons.

<b>Contact Name *</b>	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Contact Position *</b>	<input type="text"/>
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<b>Contact Phone Number *</b>	<input type="text"/>
	Must be an Australian phone number.

<b>Contact Mobile Phone Number</b>	<input type="text"/>
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<b>Contact Email *</b>	<input type="text"/>
	Must be an email address.

### Principal Officer

Please provide the details of the principal officer of your organisation, for example your CEO, President and Chair.

<b>Name *</b>	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Position *</b>	<input type="text"/>
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<b>Phone Number *</b>	<input type="text"/>
	Must be an Australian phone number.

<b>Mobile Phone Number</b>	<input type="text"/>
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<b>Email *</b>	<input type="text"/>
	Must be an email address.

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### Eligibility Criteria

\* indicates a required field

#### Organisation Description

**Please describe your organisation: \***

**Each of the following sections relates to one of the ROCO eligibility criteria as set out in section 30-300 of the Act.**

#### Legal Structure - 30-300(1)

**What is the legal structure of your organisation? \***

- A company (e.g. a public company limited by guarantee)
- An incorporated association (e.g. incorporated under state or territory legislation)
- An Aboriginal and Torres Strait Islander Corporation
- A trust
- An unincorporated body established by Commonwealth, state or territory legislation
- Other:

**Date of legal registration \***

Must be a date.

This will be the date on the document you will upload below.

**Please upload a copy your Certificate of Registration. \***

Attach a file:

**Please upload a copy your Certificate of Incorporation \***

Attach a file:

**Please upload a copy your executed Deed of Trust \***

Attach a file:

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### Please upload a copy your Establishing Legislation \*

Attach a file:

### Please provide evidence of your legal structure \*

Attach a file:

## Principle Purpose

\* indicates a required field

### Principal Purpose 30-300(2)

Is the principal purpose of your organisation the promotion of one or more of the cultural forms specified in subsection 30-200(2) of the Act? \*

- Yes  No

Which of the following cultural forms is your organisation's principal purpose to promote? (please tick all that apply) \*

- |  |  |
|--|--|
| <input type="checkbox"/> Arts or Languages of Indigenous Persons | <input type="checkbox"/> Music           |
| <input type="checkbox"/> Community Arts                          | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Craft                                   | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Design                                  | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Film                                    | <input type="checkbox"/> Video           |
| <input type="checkbox"/> Literature                              | <input type="checkbox"/> Visual Arts     |
| <input type="checkbox"/> Movable Cultural Heritage               |  |

Please tell us which clause/s in your governance documentation establishes your organisation's principle purpose or object. You may select "**Add More**" to add further lines.

Example:

**Clause:** 6.2 (d)

**Purpose / Object:** Mentor, train and develop artists in voice, instrumental music, stage-craft, acting, career management and other aspects of Performing Arts production.

**Clause**

**Purpose / Object**

Clause	Purpose / Object

Does your organisation have a purpose or purposes not related to the promotion of one or more of the specified cultural forms? \*

- Yes  No

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**Please tell us about your organisations purpose or purposes that are not related to the promotion of cultural forms? \***

**Please select which documents you will provide as evidence of your organisation's principal purpose. \***

- Your organisation's governing document (such as a constitution, rules, executed deed of trust)
- Establishing legislation
- Statement of purpose (if the organisation's objects are not within the governing document)
- Other:

**Please upload documentation of your organisation's principle purpose \***

Attach a file:

Please provide a summary of your organisation's current or planned activities, and explain how the activities promote or will promote its principal purpose. You may select "**Add More**" to add further lines.

Example:

**Current or planned activity:** Artist support and development

**Briefly tell us how this activity will promote the principle purpose of your organisation:** Creating pathways for emerging artists to excel by creating employment opportunities within the Foundation's entities and within the creative industries.

**Current or planned activity**

**Briefly tell us how this activity will promote the principle purpose of your organisation**

Current or planned activity	Briefly tell us how this activity will promote the principle purpose of your organisation
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Please provide additional evidence of your organisation's current or planned activities Tick all that apply. \***

- Annual Report
- Business or Strategic Plan
- Newsletters, calendar of events or promotional material for performances or events
- Other:

**Upload evidence of your organisation's current or planned activities \***

Attach a file:

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Please provide details for your organisation's websites and social media accounts (such as Facebook or Instagram).

**Provide web links or social media handles here:**

**Description**

Provide web links or social media handles here:	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Must be a URL.	

Indirect pursuit of your organisation's principal purpose

**Will your organisation use its public fund to undertake any of the following activities?**

- Awards, scholarships, grants, commissions or prizes to artists or practitioners
- Direct partnerships with individuals or organisations.
- Funding the purchase or creation of an asset that will be owned by, or transferred to, another entity
- No

Indirect pursuit of your organisation's principle purpose

\* indicates a required field

As you have stated that your organisation intends to use its public fund to undertake certain activities to pursue its principal purpose indirectly, please complete this section. Further information about indirect pursuit of your organisation's principal purpose can be found in Chapter 3 of the Register of Cultural Organisations Guide.

**Does your organisation's governing document enable the organisation to carry out this activity(s)? \***

- Yes  No

**What is the clause number? Refer to Chapter 3 in the Register of Cultural Organisations Guide for information on the types of supporting information to demonstrate that the indirect pursuit of your principal purpose meets ROCO eligibility criteria. \***

**You have indicated that your organisation will use its public funds to provide awards, scholarships, commissions, grants or prizes to individual artists or practitioners. Can you provide program guidelines that show how your award, scholarship, prize, commissions or grants program will operate?**

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Yes

No

**Please upload the guidelines for your awards, scholarship, prize or grants program \***

Attach a file:

**Please provide a written statement addressing how your organisation intends to operate your awards, scholarship, prize or grants program(s), or provide evidence in the attachment below.**

Attach a file:

**You have indicated that your organisation establishes direct partnerships with other organisations or individuals, please select which of the following documentation you can provide as an upload \***

- Guidelines that show how organisations or individuals are selected for direct partnerships.
- Documentation, such as contracts with reporting obligations, to ensure that recipients use partnership funds to achieve intended outcomes.

\*

Attach a file:

**You have indicated that your organisation funds the purchase or creation of an asset that will be owned by, or transferred to, another entity, please select which of the following documentation you can provide as an upload \***

- A formal agreement between both parties showing the eventual owner operates on a not for-profit basis and has provided assurances on the long term cultural use of the asset
- Supporting information such as policy documentation, public information including media articles and websites, grants or matched funding, or minutes of meetings showing support for your organisation or project from the eventual owner

\*

Attach a file:



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### Public Fund

\* indicates a required field

#### Public Fund 30-300(3)

**Organisations on the ROCO are generally required to maintain a separate public fund, though some exceptions apply (refer to Chapter 2, page 12 of the Register of Cultural Organisations Guide).**

**Does your organisation have a separate public fund? \***

Yes  No

**Please provide details as to why you ticked no regarding a separate public fund. \***

**What is the name of your organisation's public fund? (See Chapter 4, page 26 of the Register of Cultural Organisations Guide for the ATO's requirements for a public fund name). \***

**Is your public fund (or organisation if you do not have a separate public fund) located in Australia? \***

Yes  No

**Does your public fund (or organisation if you do not have a separate public fund ) currently receiving donations from the public? \***

Yes  No

**How does your organisation intend to solicit donations? \***

### Bank Details

**Does your organisation have a bank account for it's public fund or trust that will receive all tax-deductible gifts and contributions to the organisation, and will not receive any other money or property? \***

Yes  No

Please provide details of the bank account that will receive tax deductible donations.

**Bank Name \***

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**Branch \***

**Account Name \***

Should be the same as your public fund name outlined above.

**BSB \***

**Account Number \***

**You must have bank details available to be able to proceed and submit this form.**

## Responsible People

Please provide the name of each person responsible for the management of your public fund and, where relevant, the public office or position in the community that qualifies a person to be considered a 'responsible person' (see Chapter 2, page 14 of the Register of Cultural Organisations Guide for a list of examples of 'responsible people'). It is suggested that your organisation's public fund committee consist of at least three people, two of whom are 'responsible persons'. If you need to include additional persons, you can select "**Add More**" to add further lines.

Example:

**Name:** John Smith

**Qualification:** CPA

**Further Detail (if necessary):** Member of Chartered Accountants Australia/New Zealand

**Name**

**Qualification**

**Further Detail (if necessary)**

Name	Qualification	Further Detail (if necessary)

## Clauses in your governing document

Please tell us which clause(s) in your organisation's governing document cover the following public fund requirements. Chapter 3 in the Register of Cultural Organisations Guide contains detailed information on the clauses that the ATO have advised should be in your organisation's governing document for a fund it maintains to be considered a public fund. Model clauses can be found in Appendix 2 of the Guide.

**Public Fund Requirement**

**Clause**

The organisation will establish and maintain a public fund.	
The objects of the public fund.	
Money in the public fund will be kept separate from other funds of the organisation.	

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Money in the public fund will only be used to further the organisation's principal purpose.	
The fund is to be administered or controlled by a management committee made of people who, because of their tenure of some public office or their position in the community, have a degree of responsibility to the community as a whole (referred to as 'responsible persons').	
No monies or assets in the fund will be distributed to members or office bearers (a not-for-profit clause for the public fund).	
Receipts issued in the name of the public fund to include specified information.	
The public will be invited to contribute to the fund.	
A winding up/revocation clause for the public fund.	

**Please provide information about how your organisation proposes to use donations to its public fund. \***

## Not-For-Profit

\* indicates a required field

### Not-for-profit 30-300(5)

**Does your organisation operate on a not-for-profit basis? \***

- Yes  No

**Does your organisation's governing document mandate this? \***

- Yes  No

**What is the number of the clause in your organisation's governing documentation that mandates your organisation operates on a not for profit basis? \***

**Please provide other evidence to demonstrate your not-for-profit status \***

## Agreement to comply with 30-300(6)

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\* indicates a required field

Agreement to comply with 30-300(6)

**Does your organisation's governing document mandate compliance with any rules that the Treasury Minister and the Arts Minister make to ensure that gifts made to the fund are used only for its principal purpose? \***

Yes  No

**What is the number of the clause in your organisation's governing documentation which mandates compliance with any rules that the Treasury Minister and the Arts Minister make to ensure that gifts made to the fund are used only for its principal purpose? \***

**What other evidence can you provide to demonstrate compliance with Ministerial rules? You may attach any relevant documents in the field below. \***

Attach a file:

### Statistical Information

**Does your organisation's governing document mandate agreement to give the department, at intervals of 6 months, statistical information about gifts made to the public fund during the last 6 months? \***

Yes  No

**What is the number of the clause in your organisation's governing documentation which mandates agreement to give the department, at intervals of 6 months, statistical information about gifts made to the public fund during the last 6 months? \***

**What other evidence can you provide to demonstrate compliance with 30-300(7) (To provide statistical information every 6 months to the Department)? You may attach any relevant documents in the field below. \***

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Attach a file:

## Forward Projection of Donations

\* indicates a required field

### Forward Projection of Donations

Please provide a forward projection of the donations you expect to receive in this financial year and each of the next four years, should the organisation obtain DGR status through ROCO. The total estimated donations should also be broken down into the donor categories of individuals, companies and ancillary funds using the table below (either dollar figures or percentages are fine).

An ancillary fund is a foundation or trust that has been specifically set up to receive donations that can be passed on to other DGR organisations.

This information is provided to the Treasury and is not taken into account in the Ministers' decision on whether to enter your organisation on the ROCO.

While we realise that it may be difficult to provide estimates so far into the future, please give your closest approximations. There is no need to provide evidence to support these estimates.

### Current Financial Year

Financial Year \*  
2020/21

Approximate donation amount  
individuals \*

\$

Must be a dollar amount.

Approximate donation amount  
companies \*

\$

Must be a dollar amount.

Approximate amount from  
ancillary funds \*

\$

Must be a dollar amount.

**Total estimated  
donations year 1**

\$

This number/amount is calculated.

### Year 2

Financial Year \*

Approximate donation amount  
individuals \*

\$

Must be a dollar amount.

Approximate donation amount  
companies \*

\$

Must be a dollar amount.

Approximate amount from  
ancillary funds \*

\$

Must be a dollar amount.

**Total estimated  
donations year 2**

\$

This number/amount is calculated.

### Year 3

Financial Year \*

Approximate donation amount  
individuals \*

Approximate donation amount  
companies \*

Approximate amount from  
ancillary funds \*

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<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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Must be a dollar amount. Must be a dollar amount. Must be a dollar amount.

### Total estimated donations year 3

\$   
This number/amount is calculated.

### Year 4

<b>Financial Year *</b>	<b>Approximate donation amount individuals *</b>	<b>Approximate donation amount companies *</b>	<b>Approximate amount from ancillary funds *</b>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Must be a dollar amount. Must be a dollar amount. Must be a dollar amount.

### Total estimated donations year 4

\$   
This number/amount is calculated.

### Year 5

<b>Financial Year for fifth year of funding *</b>	<b>Approximate donation amount individuals *</b>	<b>Approximate donation amount companies *</b>	<b>Approximate amount from ancillary funds *</b>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Must be a dollar amount. Must be a dollar amount. Must be a dollar amount.

### Total estimated donations year 5

\$   
This number/amount is calculated.

## Certification

\* indicates a required field

### Certification

**Once your application is completed, but prior to submitting, please download a PDF copy of this form by selecting Download PDF at the top of the page. Have it signed by the Principal Officer listed on page 2. You may then attach the signed form into the field below.**

I declare that the information provided in this application is accurate and complete, and that I am authorised to make this declaration. Upon inclusion on the Register of Cultural Organisations, my organisation undertakes to;

\*

- Comply with any rules made by the Australian Government to ensure that gifts made to the public fund are used only for the organisation's principal purpose
- Provide information to the department on tax-deductible gifts at six monthly intervals
- Inform the department in writing within 28 days of any changes that might affect the organisation's inclusion on the ROCO, including changes to contact details, governing

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documents, and the persons responsible for the public fund (i.e. advise resignations and new name(s) with responsible person qualification)

- Provide the department with relevant program guidelines for any awards, scholarships and prizes it introduces for individuals or organisations
- Provide evidence, if relevant, on how the organisation uses its public fund to indirectly pursue the organisation's principal purpose, and
- Inform the department if the organisation and/or its public fund is to be wound up.

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Signature**

Physical signature. Form to be printed, signed and attached as an upload.

**Date \***

Must be a date.

**Copy of signed Application Form \***

Attach a file:

Please attach your signed copy of this Application Form here.