

PBI Schedule

Apply to register as a public benevolent institution



Purpose

Use this form to apply for registration as a public benevolent institution.

- > A public benevolent institution is a charitable institution that provides benevolent relief to people in need (for example, hospitals and hospices, disability support services, or aged care services). Before completing this Schedule, please read the factsheet [What is a public benevolent institution?](#)

Instructions

- This form is fillable on your computer using the free [Adobe Acrobat Reader](#).
- You can also choose to print the blank form and fill it out by hand.
- Attach any additional information to this form (for example, if you need more space).

- ! You must answer all questions unless otherwise indicated. The information on this form will not appear on the ACNC Register.

Section A: Institution

1 Has your organisation started providing benevolent relief?

- > Benevolent relief includes the relief of poverty, sickness, disability, destitution, suffering, misfortune or helplessness. Answer 'no' if your organisation is still in the planning stage and has not yet commenced providing benevolent relief to beneficiaries.

Yes go to Question 3

No go to Question 2

2 If you answered 'no' to Question 1:

a) Please advise the estimated date that your organisation will commence providing benevolent relief.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

b) Does your organisation have a formal plan setting out how it intends to fund and carry out its benevolent relief activities?

Yes Please attach a copy of the plan

No

3 How many people are involved in running your organisation? Please advise the number of people in following groups as at the date of this application:

Governing board members

Other members

Paid staff

Unpaid staff / volunteers

4 Are there any family relationships between any of the governing board members?

Yes Please describe all relationships

No go to Question 5

Section B: Who your organisation benefits

5 Who is your organisation set up to help or benefit?

Attach more pages if required.

- > A public benevolent institution must provide 'benevolent relief' to people in need. Benevolent relief includes working for the relief of poverty, sickness, disability, destitution, suffering, misfortune or helplessness. The relief must be targeted to people in need.

6 Why do the people who receive the benevolent relief need help?

7 How does your organisation choose (or intend to choose) who will receive help? Attach more pages if required.

> A public benevolent institution must choose the people who will receive its services primarily on the basis of their needs.

8 How does your organisation provide (or intend to provide) benevolent relief to

people? For example, provides medical services, housing or emergency services. Attach more pages if required.

9 How many people has your organisation benefited over the last 12 months? Estimate a number or provide statistics from past activities.

> If your organisation has not yet commenced, please estimate the number of people your organisation intends to assist over its first 12 months of operation.

10 Does your organisation work with (or intend to work with) any other organisations, government entities or people to achieve its purpose? If so, please describe how your organisation works with the other parties.

> Please provide the name of the other party or parties and explain how you work together. Attach more pages if required.

If you have written agreements with these other parties, please attach them to this application.

Section C: Activities

11 Complete the table below to show:

- what activities your organisation has undertaken for the past 12 months.
- how much time and money is allocated to each activity.

Attach more pages if required.

> If your organisation has not yet started operating, describe the activities your organisation intends to undertake in the next 12 months and estimate the time and money allocated to each.

List both the organisation's activities aimed at providing benevolent relief as well as all other activities. Make sure the percentages allocated to each activity add up to 100 per cent.

Description of activities or services	Who do these activities or services benefit?	Time allocated (% of all time spent on all activities)	Money allocated (estimate \$)
Activities providing benevolent relief			
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Other activities			
			\$
			\$
			\$
		100%	\$