

Please complete and return this form to:

**Official Secretary to the Governor of New South Wales**

**Government House Sydney
Macquarie Street
SYDNEY NSW 2000**

With the many patronage requests received by the Governor, it is necessary to request supporting documentation to assist patronage consideration. Requests for the Governor and/or Spouse to be patrons of an organisation should include the following supporting documentation:

* Memorandum and Articles of Association, or Constitution
* Recent annual report (if published) or statement of the organisation’s activities (if no annual report is available)
* Recent financial statements, giving evidence of financial stability
* Evidence of longstanding and continuity (at least five years), and a sustained record of achievement
* Suggestions of how the organisation would involve its patron in its activities

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| **ADMINISTRATIVE DETAILS** |
| **Full name of your organization** |  |
| **Does your organization trade under a different name?***(if so please provide details)* |  |
| **Postal Address** |  |
| **Primary contact for your organisation***(please include name and position)* |  |
| **Preferred telephone numbers for contact with that person** |  |
| **Is this a private or an office number?** |  |
| **Preferred email address for contact with your organisation**  |  |
| **In what year was your organisation established?** |  |
| **What sort of legal entity is your organisation?***(Statutory authority, Incorporated association,* *Informal entity, Other)* |  |
| **Is Vice Regal Patronage being sought on an ongoing continuous basis or for a one-off event?** |  |
| **Which sector best describes your organisation?***(e.g. medical, sport, arts, military)* |  |
| **In no more than 100 words please describe the mission/purpose of your organisation** |  |
| **What is the reach/rank of your organisation** *(e.g. national body, local branch, peak body)* |  |
| **Does your organisation employ staff?***(if so please provide broad details and the number of employees)* |  |
| **How many members are on your Board of Directors/Management Committee?** |  |
| **If your organisation has members how many does it currently have?** |  |
| **What are your organisation’s principal sources of funding?**  |  |
| **If you are seeking to renew Vice Regal Patronage please advise how long you have previously had such patronage** |  |
| **Does your organisation currently have any other Patrons?***(if so please list)* |  |
| **Please describe how active your organisation is in the community** |  |

Thank you for your time to complete the form and supporting documentation. Should you have any questions regarding the progress of your organisation’s request for Vice Regal support, please phone Government House Sydney on 02 9228 4111 or email enquiries@governor.nsw.gov.au



**Organisation Declaration**

I confirm that the information being provided is true and accurate. I understand that any inaccurate or incomplete information may impact on the decision by Government House Sydney to recommend Vice Regal support to my organisation.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note:*** *this information is sought for the sole use of Government House Sydney and will not be disclosed to a third party without the consent of the originating body.*