



## Guidelines and Application

epilepsy  
tasmania

TASMANIA'S VOICE FOR EPILEPSY

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## A SNAPSHOT

**20,000** Tasmanians develop epilepsy during their lifetime



**80,000**  
family members,  
carers and friends  
are also affected



An increasing  
number of older  
people are being  
diagnosed with  
epilepsy



**Only one third**  
of Tasmanians with epilepsy  
drive their own car

**53%**

of Tasmanians  
living with  
epilepsy  
experience  
discrimination  
at some point  
in their life, and  
51% of those  
within the last  
12 months.

**55%** are on low  
incomes - half  
below the  
poverty line

*Epilepsy Tasmania is a not-for-profit organisation  
improving the quality of life and community participation  
of Tasmanians living with or affected by epilepsy.*

# 1. About Open Gardens for Epilepsy

Thank you for your interest in **Open Gardens for Epilepsy**.

We have been encouraging Tasmanians since 2017 to open their gardens and increase awareness of epilepsy within relaxed environments and reduce stigma and discrimination.

**Open Gardens for Epilepsy** events are an excellent opportunity to make new friends while raising funds for Epilepsy Tasmania, a charity that has been helping Tasmanians affected by epilepsy for over 40 years.

Around 100,000 Tasmanians are affected by epilepsy and opening your garden will help provide them with the services and support they need, including:

- **Epilepsy Friends Workplace** training
- **Epilepsy Connect** telephone-based peer support service
- **Epilepsy Smart Schools** resources and training
- **Open Gardens for Epilepsy** events
- **Personalised Support** for individuals and families
- **Disability** resources and training
- **Older Tasmanians** resources and training

Sharing your garden with the public for Epilepsy Tasmania's **Open Gardens for Epilepsy** is an easy 3-step process that you can start right now:

STEP 1: Read the information on **Open Gardens for Epilepsy** provided in this document.

STEP 2: Complete the application form at the end of this document.

STEP 3: Attach some photos of your garden and return your completed application form to:  
PO Box 1834, Launceston TASMANIA 7250

or email:

[admin@epilepsytasmania.org.au](mailto:admin@epilepsytasmania.org.au)

Epilepsy Tasmania is excited for you to join Open Gardens for Epilepsy and will support you all the way.

If you have any queries, please telephone **Epilepsy Tasmania** on **03 6344 6881**.

ABN 18 186 427 891

## 2. Common Questions

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### Is my garden suitable for an open garden?

Our rule of thumb is that your garden should be able to hold a visitor's attention for about 30 minutes. Visiting other open gardens will give you an idea of the general standards and a chance to talk to the owners and find out what is involved and how they went about it.

There are many types of gardens that people are interested in visiting and various things they hope to see and learn while there, including:

- 🌿 Gardens with a diversity of plant types or unusual plants, and to learn about new plants
  - 🌿 Healthy flourishing plants chosen to suit the conditions and climate, and to learn what grows in the local environment
  - 🌿 Lovely creative plant combinations or design ideas, and learn how to combine plants and improve the garden layout
  - 🌿 A relaxing garden atmosphere, for an enjoyable outing
  - 🌿 A disability-friendly garden with access for wheelchairs and walkers
  - 🌿 A sensory garden that provides stimulation through touch, sight, sound and scent
  - 🌿 A garden that reflects the individuality of the owner
  - 🌿 A productive, food-producing garden to provide ideas on what is possible
  - 🌿 A sustainable, environmentally friendly garden for inspiration
- 

### Why should I open my garden?

- 🌿 To show off your hard work
  - 🌿 To inspire or educate others
  - 🌿 To share your passion for gardening
  - 🌿 To raise awareness of epilepsy and how it affects Tasmanians
  - 🌿 To raise funds for epilepsy Tasmania so they can continue providing services and support for Tasmanians affected by epilepsy
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### Do I need insurance?

Yes. Before opening your garden to visitors, it is advisable to have public liability insurance. If you are opening under the authority of a school, garden club or charity, they may be able to provide insurance coverage for you.

Coverage usually is part of your general household insurance policy and may cover you for one-time events where the net proceeds from your ticket sales are for charitable purposes, such as donations to Epilepsy Tasmania. However, you must make your own enquiries on this matter as Epilepsy Tasmania cannot provide formal advice to you and cannot provide any insurance coverage on your behalf.

## When can I open my garden?

Whenever you think your garden will look its best.

More people will visit on weekends than a weekday, but if your garden is very small or suitable for school or community groups, then a weekday may be more suitable. Please ask Epilepsy Tasmania if you are unsure.

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## Do I set an entrance fee?

Yes. Visitors at open garden events expect to pay an entrance fee, especially if it is to support a charity.

As the garden owner/event organiser, you decide the entry fee and donate the funds to Epilepsy Tasmania. We suggest an entry price of around \$10 per adult, with children under 12 free of charge. An all-inclusive entry price for families with multiple children is also a good idea.

We can also provide you with an EFTPOS machine for contactless payment and donations.

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## When should I register my garden?

Now! You will need to start planning your event several months in advance. Early planning is also an excellent opportunity to ask other locals if they would like to join you and make it a neighbourhood event.

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## Will my garden be promoted?

Epilepsy Tasmania will help promote your open garden on our website, our social media platforms and in your local newspaper. If you have other suggestions, we would be pleased to help you with them.

You should also promote your open garden through your contacts, local clubs, community groups, noticeboards and even by doing mail-box drops. On the morning of your event, put out direction signs to guide people to your garden and to alert casual passers-by.

You have put the hard work in preparing your garden, so use every opportunity to let people know about it.

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## Why do I need to be approved before I open my garden?

Epilepsy Tasmania has been granted authority to fundraise for charitable purposes in Tasmania. This authority is essential for the work it undertakes and is a legal requirement under the *Collection for Charities Act 2001*. Anyone holding fundraising events, including **Open Gardens for Epilepsy**, on behalf of Epilepsy Tasmania must have the organisation's written approval. **It is essential that Epilepsy Tasmania approves your event.** Please complete the application form attached to register for approval.

As one of Tasmania's most respected charities, Epilepsy Tasmania will not authorise events that do not align with its values or include:

- Inappropriate entertainment
- Events relating to tobacco
- Excessive consumption of alcohol or food
- Illegal or excessively dangerous activities

## What happens after I register?

The approval process generally takes up to 10 working days. Once your registration is approved, you will receive a confirmation letter of permission to participate in **Open Gardens for Epilepsy** and a *Fundraising Activity Agreement*.

Closer to the date of your open garden, we will provide you with an information pack, decorations, signage, donation tin, visitor sign-in sheets, and epilepsy information brochures for visitors who ask where their donation is going and how it is going to be used.

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## 3. Responsibilities of an Epilepsy Tasmania Fundraiser

Your open garden event should be conducted in your name, and you must take full responsibility for managing it. Epilepsy Tasmania cannot take a coordination role.

You must make it clear that all of the money raised will be donated to Epilepsy Tasmania. You will be able to display our **Donate to the Lavender** logo to assure visitors that their donation will go to Epilepsy Tasmania.

The event must have the potential for financial success, so neither the organiser nor Epilepsy Tasmania is liable for unpaid expenses. Simple accounts must be kept showing details of where funds have been received and for any expenses. The *Tasmanian Liquor and Gaming Branch*, representing the *Tasmanian Gaming Commission* may ask to see these accounts.

The *Collections for Charities Act 2001*, requires that if you state the event is in support of a particular charity, all funds raised (less reasonable expenses) must be donated to that charity.

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## 4. Using our names 'Epilepsy Tasmania', 'Open Gardens for Epilepsy' and 'Donate to the Lavender'

When referring to or promoting your event, you must only refer to our organisation as Epilepsy Tasmania, and you must only refer to your event as being part of **Open Gardens for Epilepsy**.

Suggested wording and examples when referring to the relationship between your **Open Gardens for Epilepsy** event and Epilepsy Tasmania is:

- 🌸 Proudly supporting Epilepsy Tasmania
- 🌸 Funds raised will help Epilepsy Tasmania support Tasmanians affected by epilepsy
- 🌸 All proceeds will go to Epilepsy Tasmania
- 🌸 This volunteer-run event is raising funds for Epilepsy Tasmania
- 🌸 **Donate to the Lavender** and all funds raised in Tasmania will stay in Tasmania

Please talk to Epilepsy Tasmania if you are unsure how to use its names.

## 5. Epilepsy Tasmania Fundraising Code of Conduct

Epilepsy Tasmania adheres to the following *Fundraising Code of Conduct*:

1. Donors have the right to be informed openly and honestly about the objective of Epilepsy Tasmania.
2. Donors have the right to be assured that their donations will be used for the purposes for which they were solicited and in accordance with the objective of Epilepsy Tasmania.
3. Donors have the right to be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law. This includes not divulging donor information or including address details to third parties without the expressed permission of the donor, unless required by law or an enforcement agency to do so.
4. Donors are free to ask questions when making a donation and should receive prompt, truthful and forthright answers.
5. Donors have the right to receive a receipt for any donation over \$2 to enable tax deductions to be claimed for that donation.
6. Donors have the right to receive appropriate acknowledgment and recognition for their support.
7. On request, donors have the right to be provided with the audited financial statements.

## 6. Application Form

### Open Gardens for Epilepsy

Personal Details			
Your name:	First name	Surname	
Postal address: or PO box no.	No. & Street	Suburb	Post Code
Your garden address (if different):	No & Street	Suburb	Post Code
Contact details:	Phone	Email	
1. Are you a 'Friend' of Epilepsy Tasmania? i.e. (do you receive our 'Brainwaves' e-newsletter?)			Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you done any previous fundraising/volunteering for Epilepsy Tasmania?			Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Do you have epilepsy?			Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Are you a carer for someone with epilepsy?			Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Do you know someone who has epilepsy?			Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you ever opened your garden before?			Yes <input type="checkbox"/> No <input type="checkbox"/>
7. How did you hear about Epilepsy Tasmania?	<input type="checkbox"/> Radio	<input type="checkbox"/> TV	<input type="checkbox"/> Other Media (please state) <input type="text"/>
	<input type="checkbox"/> Print media	<input type="checkbox"/> Face book	<input type="checkbox"/> Word of mouth
	<input type="checkbox"/> Epilepsy Tasmania Website	<input type="checkbox"/> Other (please state)	<input type="text"/>
	<input type="checkbox"/> Referred by: (please state)	<input type="text"/>	
8. Briefly describe your garden:			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			



9. Please tick your garden type/s:		
<input type="checkbox"/> Unusual Plants <input type="checkbox"/> An unusual garden <input type="checkbox"/> Diverse range of plants <input type="checkbox"/> Water-wise garden <input type="checkbox"/> Plants chosen to suit local conditions <input type="checkbox"/> Native plants <input type="checkbox"/> Bird attracting garden <input type="checkbox"/> Pleasing/creative plant combinations or design ideas <input type="checkbox"/> Relaxing garden atmosphere for an enjoyable outing <input type="checkbox"/> Disability friendly with access for wheelchairs <input type="checkbox"/> Sensory garden that focuses on touch, sight, sound and scent <input type="checkbox"/> Productive, food-producing garden <input type="checkbox"/> Sustainable, environmentally friendly garden		
10. What is the approximate size of your garden?		
11. Is there reasonable access to parking near your Garden?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. What is the proposed date and time of your open garden?	Date:	Time:
13. If you intend to have entertainment, please Provide details:		
14. How much do you intend to charge as an entry fee per person and per family?	Per person:	Per family:
	\$	\$
15. Would you like to borrow an EFTPOS machine?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. What percentage of profits will Epilepsy Tasmania receive?		
17. What date will the donations be sent to Epilepsy Tasmania?		
18. Provide the name and phone number of a personal referee (not a family member or someone who lives in your household):	Name:	Phone Number:

Signature:		Date:	
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Thank you for your interest in opening your garden for epilepsy. Your support is very much appreciated.

**Please sign this completed application and return to:**

By email: [admin@epilepsytasmania.org.au](mailto:admin@epilepsytasmania.org.au)

Or by post: PO Box 1834  
Launceston TASMANIA 7250

**Please attach some photos of your garden.**