



HUON VALLEY COUNCIL

Demonstrating Your Not-for-Profit Status

A quick guide for volunteer-run community groups

Why do you need this?

When applying for Council grants, subsidies or support, you may be asked to provide evidence that your group is a not-for-profit (NFP) organisation. This guide explains four ways you can do this — you only need to provide one.

Before you start — do you have an ABN?

An ABN is a common way to help demonstrate your NFP status, but it is not the only option. If your group does not have an ABN, you may still be able to provide other evidence listed below.

- It is free and takes approximately 20 minutes
- Go to abr.gov.au and click "Apply for an ABN"
- Select entity type "Other Unincorporated Entity" and select "non-profit" when asked about income distribution

Phone: 13 92 26

Web: abr.gov.au

Option 1 — ABN Confirmation Email

When your ABN was issued, the ATO sent a confirmation email to your group's nominated address. This email confirms your entity details including your NFP status.

What to do:

- Locate this email and provide a copy to Council
- If you cannot find it, contact the ATO to request confirmation of your ABN details

Phone: 1300 130 248

Web: ato.gov.au/non-profit

Option 2 — ATO Online Services Screenshot

Your NFP status is visible when you log in to ATO Online Services. A screenshot of this screen is acceptable evidence.



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What to do:

1. Log in at my.gov.au using your group's myGovID
2. Navigate to your entity details
3. Take a screenshot clearly showing your ABN and NFP status
4. Provide this screenshot to Council

Note: If your group does not yet have a myGovID, you will need to set one up first at mygovid.gov.au

Phone: 1300 130 248

Web: ato.gov.au/non-profit

Option 3 — ACNC Charity Register

If your group is registered with the Australian Charities and Not-for-profits Commission (ACNC), your status is publicly visible and easily verified. This is the simplest option for registered charities.

What to do:

1. Go to acnc.gov.au/charity
2. Search for your group by name or ABN
3. Take a screenshot of your charity listing
4. Provide this screenshot to Council

Note: Not yet registered with the ACNC? Registration is free and may also simplify your tax reporting obligations. Contact the ACNC to check your eligibility.

Phone: 13 22 62

Web: acnc.gov.au

Option 4 — Constitution or Rules Document

A copy of your group's constitution or rules can serve as evidence of your NFP status, particularly for newly established groups.

Your constitution should clearly state:

- Your group's community purpose
- That profits or assets are not distributed to members
- How decisions are made

Tip: Your constitution does not need to be complex. A simple one-page document covering the three points above is sufficient. This option works best when provided alongside one of the options above.



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Things to keep in mind

- Keep simple financial records — a basic spreadsheet of income and expenses is sufficient
- Update your ABN details if your contact person or address changes
- NFPs with an active ABN are required to lodge an annual NFP Self-Review Return with the ATO from the 2023-24 income year onwards — contact the ATO to confirm your obligations

Quick Reference Contacts

Organisation	Phone	Website
Australian Business Register	13 92 26	abr.gov.au
ATO NFP Helpline	1300 130 248	ato.gov.au/non-profit
ACNC	13 22 62	acnc.gov.au

General guidance only — not financial or legal advice. Obligations can change. Confirm your specific requirements with the ATO, ACNC or a local community legal centre.