



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 the foundation of demonstrating your NFP status. If your group does not yet have one, you will need to get one first.

- 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
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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.