

DRAFT Guidelines & Application Form

Donations Policy

Each financial year, Shoalhaven City Council makes funds available under its Annual Donations Program for local not-for-profit community groups and organisations. The aim is to support a wide range of activities that build community capacity, foster social networks and information exchange, facilitate cooperation and build on existing community strengths, and reflect the priorities of the Council's Strategic Planning documents.

Applications will be sought through advertising and on Council's website between February and March each year. Applications are to be made on the relevant form, and address all criteria outlined in these Guidelines.

The Annual Donations Program has the following categories that can be applied for:

- A. General (Culture, Community and Environment) Donations Program
- B. Sponsorship of Local Events
- C. Subsidised Rental, Rates and Use of Council Facilities

These Guidelines should be read in conjunction with Council's Community Donations Policy.

Definition

These guidelines are designed to assist applicants in the preparation of, and Council in the assessment of requests for, Donations which enhance the cultural, social, sporting or community services provision within the City.

The Annual Donations Program is funded and expended on a financial year basis, i.e. 1 July to 30 June.

The Donations Assessment Panel comprises representatives from Council and will be convened by Council's Business Assurance & Risk Manager. Staff representatives will be selected from the appropriate functional areas of Council to reflect the applications received. The Panel will recommend to Council those applications to receive financial assistance. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct.

Application Procedure for Funding

The Application for Financial Assistance Form with required supporting information should be submitted to Council by 5.00pm on the advertised closing date for consideration within Council's Annual Donations Program

The application form must be accompanied by supporting documents listed in the included checklist. If an application form is not completed, or insufficient information is included, it will be returned for completion and re-submission to Council.

Applicants may be required to provide additional information.

Subject to funding being available in the budget after funds have been allocated under the Annual Donations Program, Council may consider a qualifying application outside of the Program if it can demonstrate that:

- It could not have been foreseen in time to meet the Annual Donations Program deadline;
- There is a significant public interest or demand for the project, event or service;
- That funding is required prior to the donation program funding being available.

Upon receipt of an application, it will be submitted to Council's Donations Assessment Panel for consideration, or forwarded to another area of Council if appropriate.

Applications to be considered under this Policy will be assessed by a Donations Assessment Panel against the criteria listed below and with reference to the annual Donations budget. The Panel will make its recommendations to Council for determination, following which applicants will be advised whether they have been granted funding.

Persons or organisations making applications which do not meet these guidelines shall be advised that the request is not eligible for consideration.

Subject to funding available in the budget, Council will consider applications as they are received.

Funding Limitations

- Council resources are limited and not all applications will be funded.
- Council does not guarantee to fund any application and does not guarantee to fund any application to the full amount requested.
- Applicants are encouraged to seek further sources of funding.
- Applicants in receipt of Council donations or grants (whether funds or in-kind) in a given Financial Year are not eligible to apply for further Council donations or grants for the same project or program in that same year.
- Where Council funding is approved, this is not to be taken as an on-going commitment to funding for any following years.

Conditions

- The Application Form must be completed and submitted to Council in accordance with the directions of any advertising. Late applications will not be accepted.
- Applicants may be invited to attend an interview as part of the application process.
- Funds should be expended within the financial year of the sponsorship, donation or subsidy. Any unexpended funds must be returned to the Council. This may allow those funds to be reallocated to another group in that year.
- If an organisation wishes to modify its request or alter the proposed project, or event, the applicant should make this request in writing. It is at the discretion of the Chief Executive Officer (Director, City Performance) to determine whether the intention of the modified project meets Council's objectives of the original grant made by Council; and if not, the actions that are required.
- Recipient groups will be required to give public recognition to the donations, sponsorships and subsidies received from Council and acknowledge Council's financial assistance on any related promotional or other material. Failure to do so may result in the disqualification of the group or its affiliates from further funding.
- Recipients must provide an acquittal and/or evaluation report, where specified in the applicable category, by the end of the financial year in which the funding was provided (30 June). If acquittals/reports have not been received by the end of the financial year, the Council may choose not to consider applications submitted by that applicant in the next round of funding.
- The failure of any group to comply with these conditions may disqualify them from consideration for funding in a subsequent year.
- Where the request is for funds for an event, evidence (i.e. Certificate of Currency) of public liability insurance to a minimum value of \$20 Million must be provided, noting the interests of Council with an Insurer approved by the Australian Prudential Regulatory Authority. This provision is applicable where the activity or event is being conducted on Council owned and controlled land or facility.
- Events that receive donation funding from Council remain the property of the recipient organisation(s). Organisers retain responsibility for obtaining relevant permits, event logistics, marketing, and administration relating to planning and holding the event. The provision of funding by Shoalhaven City Council does not imply any ownership or management responsibility for the event being accepted by Council.
- Council may impose an additional condition on sponsorship, donation or subsidy recipients, which encourages links to major festivals or events, displays or performances.
- Council reserves the right to conduct an audit on the acquittal.
- Applicants are reminded of the impact of GST (see below)

Impact of GST

Unless recipients of grants after 1 July 2000 have an Australian Business Number (ABN), the supplier of the grants (i.e. Council) must remit 48.5% of the sponsorship, donation or subsidy total in withholding tax to the Australian Tax Office, unless a statement of supplier is provided. The recipient **may** receive part of that back when they submit their tax claim at the end of the year, but it is our understanding that most community organisations would not find half a grant to be a viable proposition. Although Council is not stating that you must have an ABN number, Council strongly recommends that your organisation have one.

Under the current Tax System, there are generally two options available to your organisation. They are listed as follows:

OPTION ONE (the preferred option)

Your organisation has an ABN number and is registered for GST. This means that if you are successful in gaining a sponsorship, donation or subsidy the funds you receive will be “grossed up” to include the GST component. You will then pay the GST to the Federal Government. As Council is in effect paying the GST on your sponsorship, donation or subsidy, Council will then claim back the GST through its monthly Business Activity Statement and will receive an Input Tax Credit.

Successful applicants who are registered for the Goods and Services Tax must supply Council with a tax invoice. Council will gross up the sponsorship, donation or subsidy by 10 per cent for successful applicants who are Goods and Services Tax registered.

OPTION TWO

Your organisation has an ABN number but is not registered for GST. This means that if you are successful in gaining a grant the funds you receive will not have a GST component included.

File 4771E

Financial Year ____/____

- Please refer to the Community Donations Policy before completing this application form. This information is the minimum required for an application.
- Please attach additional information as requested in the Checklist of documents to be forwarded with application, as listed at the end of this form.
- Applications are due by 5.00pm on XX May 20XX.
- The decision of the Assessment Committee is final.
- Please contact the Governance Team on 4429 3316 for further details if required.

Date of Application:

1. Category

- General Donations (Culture, Community, Environment)
- Sponsorship of Local Events
- Subsidised Rental, Rates and Use of Council Facilities
- Other / Not sure

2. Title of Project or Event:

3. Amount of assistance being sought: \$

4. Please provide specific details of

a. how and on what the donation will be used.....

.....
.....
.....
.....

b. this will include expenditure on

- Plant and equipment
- Purchase of goods and services
- People and staffing
- Engagement of service provider
- Advertising / promotion
- Other (please describe)

.....

Note: A detailed budget will be required with submission of your application

Details of Organisation / Individual:

5. Name of Applicant / Organisation responsible for the event/activity:.....
.....
ABN (if applicable):
- Contact person
6. Mailing address:.....
7. Email:
8. Phone:
9. Type of Organisation (please tick all that apply):
 Not for Profit Registered Charity Incorporated
 Other (please specify)

Details of Event / Project

Does this event / project require Council approval? If so, please complete Question 9 below

10. Have you [applied for approval](#) with Shoalhaven City Council for this event? YES NO
11. (If yes) Date of submission
12. Date/s of the proposed event/project.....
13. Where will the event/project take place?
14. Brief description of the event/project:
-
-
15. Who will the target audience or participants be?
.....
.....
16. Is this proposed to be an annual event/project? YES NO
17. Will the proceeds of this event be donated to another organisation or charity? YES NO
If YES, please specify:

Funding

18. Total cost of the event or project: \$.....
19. Funds held by the organisation that will be used to
support the event or project: \$.....
20. Will there be a fee, charge or contribution payable by participants? YES NO

If so, please give details:.....

.....

21. Has Council previously assisted your organisation with an event or project? YES NO

If YES, please give details:

.....

Have you applied for funding for this event or project from others? YES NO

If YES, please state:

a. Other funding from Council:

<u>Source</u>	<u>Amount</u>	<u>Successful?</u>
.....	\$.....	<input type="checkbox"/> YES <input type="checkbox"/> NO
.....	\$.....	<input type="checkbox"/> YES <input type="checkbox"/> NO

b. Funding from other organisations:

<u>Source</u>	<u>Amount</u>	<u>Successful?</u>
.....	\$.....	<input type="checkbox"/> YES <input type="checkbox"/> NO
.....	\$.....	<input type="checkbox"/> YES <input type="checkbox"/> NO

If any applications were successful, what was the total amount allocated? \$

22. Is it anticipated this event/project will be self-funding in the future? YES NO

If YES, please provide details:

23. How do you intend to give public recognition to the financial assistance received from Council and acknowledge Council's financial assistance on any related promotional or other material?

.....

.....

.....

24. Please select the Community Strategic Plan Key Priorities that this event/project will meet:

1.1 Build inclusive, safe and connected communities

- Connectedness – people's sense of belonging
- Safety – emergency services, resilience Wellbeing and social support

Activate communities through arts, culture and events

- Visual and performing arts Cultural heritage
- Building social capital Public art projects

1.2 Support active, healthy liveable communities

- Sports and fitness Healthcare promotion

2.3 Protect and showcase the natural environment

Community education

Clean-up and beautification

Animal / wildlife welfare

Bushcare / Dunecare / Parkcare

3.1 Maintain and grow a robust economy with vibrant towns and villages

Markets and small producers

Employment opportunities

Other (please state).....

25. Please provide any other information in support of this application (use a separate page if necessary):

.....
.....

If your application does not relate to rental, rates or use of Council facilities, please skip this section.

26. Please state for which property or facility the rental or rates subsidy is being sought:

.....

27. Does Shoalhaven City Council own or manage this facility? YES NO

How often will your organisation use this facility?

Please estimate the amount of time that your organisation uses the facility each month:

28. Please give a brief description of the project or activities for which the premises are being used:

By your organisation:

By others:

Checklist of documents to be forwarded with application:

- For first time applicants, a copy of their organisation's constitution and if that constitution changes then an updated copy of it is to be forwarded with any subsequent application.
- A copy of the most recent annual report (including financial statements of income and expenditure and balance sheet in support of application) – preferably audited.
- Copy of notification of ABN and GST registration (if applicable) from the Australian Tax Office.
- If the above does not apply, completed Statement by a Supplier (Form is provided at Attachment 1).
- Evidence of incorporation where applicable.
- For events, a copy of the applicant's current public liability insurance policy (Certificate of Currency).
- Where the applicant is a registered public charity, a copy of the registration certificate.
- Where the applicant is an unregistered not-for-profit organisation seeking rates subsidy, evidence of charitable purpose and details of occupancy of property.
- Detailed budget for the event or project. This should be a firm estimate if not the final budget.
- Detailed acquittal report of previous Council financial assistance received, if not already submitted.
- I / we certify the information provided is true and correct.

In making this application I / we confirm that:

- a. Where funding is being sought for an event, this event will comply with Council's Events policy.
- b. I / we will retain full responsibility for organising and hosting the project or event, including marketing, procurement, administration, obtaining all relevant permits, and supplying information as requested by Council.
- c. No financial assistance, other than that which is outlined in this application, is being received or sought from Council this financial year for this project or event.
- d. I / we undertake to provide an acquittal of the funding by the end of the financial year in which the donation is paid.

I have been authorised by..... (organisation) to make this application.

Full name:

Position in organisation:

Signature.....

Date.....

PLEASE RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

The Chief Executive Officer, Shoalhaven City Council, PO Box 42, Nowra NSW 2041

Email: council@shoalhaven.nsw.gov.au