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Community Donations Policy

(March 2022)

Adoption Date:	26/03/2002
Reaffirmed:	28/09/2004
Amendment Date:	27/04/2010, 28/06/2011, 21/06/2013, 10/03/2020
Minute Number:	MIN02.282, MIN04.1165, MIN10.450, MIN11.609, MIN13.589, MIN20.172
Review Date:	01/12/2020
Directorate:	City Performance

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1. Objectives

The objectives of the policy are:

- To detail the principles whereby Council provides financial assistance (donations, sponsorships and subsidies) in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993 and other legislative provisions;
- To consider financial assistance by way of donation, sponsorship and subsidies to local service, cultural, sporting, charitable or non-profit organisations who
 - operate within or provide benefit to the residents of the Shoalhaven or
 - conduct quality cultural, sporting and community service programs and activities in the Shoalhaven
 - and who cannot attract sufficient funds from other sources;
- To address priorities within the Community Strategic Plan;
- To consider funding to encourage and enable broad community participation in cultural, sporting and community service activities;
- To establish an application process including guidelines and procedures for use by organisations in applying for donations, sponsorships or subsidies (including 'in kind' support).

2. Statement

Subject to budget allocations each year, Council is committed to provide funding annually to meet the objectives of this policy.

2.1. Scope

This policy applies to applications for financial assistance and 'in kind' support by way of donations, sponsorships and subsidies granted by Council to organisations. It does not deal with Fee Waivers that are dealt with under the Fee Waivers, Subsidies and Support Policy and the Fees – Waiving of Development Application and other Fees by Charitable Organisations and Community Groups Policy.

2.2. Categories

Applications should be submitted within one of the categories nominated below.

A) GENERAL DONATIONS (CULTURE, COMMUNITY & ENVIRONMENT)

These may include:

- community development projects that meet an identified community need, have been developed in consultation with the community and encourage community participation in the development of the project.
- heritage / environment projects.

- community development, training, education and awareness activities.
- co-funding for large or new cultural and community projects.

B) SPONSORSHIP OF LOCAL EVENTS

These may include festivals and special activities which enhance community spirit.

C) SUBSIDISED RENTAL, RATES AND USE OF COUNCIL FACILITIES

Rent subsidies or Council rates relief may be available for:

- community, charity and not for profit activities on public open space/reserves.
- community, charity and not for profit organisations' use of Council owned and controlled facilities.

2.3. Guidelines and Procedures for Applicants

This policy must be read in conjunction with Council's adopted Guidelines and Application Form and the Assessment Panel Guidelines which set out the full eligibility criteria.

Applications will be sought annually through advertising and on Council's website. Applications are to be made on the relevant form, and address all criteria outlined in the Guidelines. All organisations are required to provide financial statements as part of the application process.

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. An application will only be considered as lodged once **all** required information has been submitted.

Applications to be considered under this Policy will be assessed by a Donations Assessment Panel against the criteria and with reference to the annual Donations budget. 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. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct, including the declaring of any interests at the commencement of each meeting to consider applications.

Panel members will score applications against the criteria set out in the accompanying Assessment Panel Guidelines, and the cumulative scores will be considered at a meeting of the Panel. Minutes will be taken of the Panel's reasoning for its decisions. The Panel will recommend to Council those applications to receive financial assistance based on alignment with the Community Strategic Plan Key Priorities, and on compliance with the documentation and acquittal requirements of this Policy.

The elected Council will determine the funding to be provided from the Application process.

The following criteria apply to all donation categories:

- What Community Strategic Plan Key Priorities does the project meet?
- Who and how many benefit from the project/event (target group)?
- To what degree is the group/or project self-financing?
- Has the need for the project/event been demonstrated?
- Has the need for funding or subsidy been demonstrated?
- Is the organisation able to make a contribution either in monetary funds or in kind, eg labour, materials, etc?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus what benefit will occur for Shoalhaven residents?

Projects/Events NOT Eligible for Funding:

- where benefit is primarily to an individual
- duplication of service or project already existing within the Shoalhaven Local Government Area
- projects occurring outside the Shoalhaven Local Government Area
- projects that are retrospective
- projects which do not align with Council's Community Strategic Plan
- where applicants are in a position to self-fund the project
- where a more applicable funding source is available
- where applicants are government departments or agencies
- where application is for capital funds (e.g. building and building maintenance costs)
- where a project will financially benefit a profit-making organisation, individual or a government department
- projects and facilities or services controlled through Council appointed Management Committees (where these projects, facilities or services are not under Council's direct care and control)
- where the proceeds or entry fee from a project or event are being donated to another organisation
- where there is no direct benefit to Shoalhaven City residents

3. Provisions

The granting of all donations, sponsorships and subsidies is made pursuant to [Section 356](#) of the Local Government Act, 1993 subject to the constraints outlined in [Section 377](#) of the Act.

The granting of all financial assistance will be subject to a fresh written application being lodged with Council for each donation period. Recurring donations for ongoing projects may submit an application every three (3) years, providing that an acquittal of expenditure is provided annually.

- Applications should be submitted in one of the categories nominated above; however, Council may at its discretion determine to assess an application under a more appropriate category.
- Applications which do not meet the criteria in the Guidelines shall be advised that the request is not eligible for consideration under this policy.
- Council reserves the right to assess any application (not fitting the criteria for assessment) on its merits according to Council's Policies and Procedures and Community Service Outcomes.
- Applications for financial assistance will generally not be considered where the application also meets the criteria for other grants/donations provided by Council through the Shoalhaven Arts Board, the Shoalhaven Tourism Advisory Group, the Shoalhaven Sports Board and/or Council's Community Development Grant Program. In these cases, applications will be sent directly to the appropriate area for consideration.
- It is a condition of funding that a detailed acquittal of any prior funding allocated under this policy is provided to Council before any further request is considered.
- Donations will be limited to funding from the Annual Budget directed by the Council.
- 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.

4. Delegation

In accordance with Section 377 of the Local Government Act, 1993 the Chief Executive Officer may authorise payment of a donation, sponsorship or subsidy voted by Council, other than where it is a decision under Section 356(2) to contribute money or otherwise grant financial assistance to an individual. Payment to an individual must be authorised by a Council resolution and following a 28 day public exhibition period, if applicable.

The Chief Executive Officer (Director, City Performance) has delegated authority to approve any out of policy requests for donations of up to \$1000 in exceptional circumstances/requests

which align with Council's strategic objectives and do not require a resolution under Section 356(2) of the Local Government Act.

5. Events Policy

All community events funded under this policy will be required to comply with Council's Events Policy.

6. Implementation

Council's Donations Assessment Panel will receive and assess applications for funding and report to Council. Council's City Performance Directorate will respond to written requests for financial assistance.

Details of the Policy will be available via Council's website at all times and an additional advertising will be undertaken in advance of the annual application

7. Review

This policy will be reviewed within one year of the election of every new Council, and other times when required.

8. Application of ESD Principles

None Applicable.