

DONATIONS POLICY

1.0 Preamble

This policy has been developed to assist Council in administering its annual Donations Budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year.

All assistance provided to community groups incurs a cost to Council. This may include costs associated with services such as; erection of signs, traffic control, removal of waste, cleaning, etc. Assistance with any of these activities can be requested under this Donation Policy. These costs will not be waived by Council. This enables Council to be more accountable to the community in regard to the spending of Council funds and in being transparent about the level of financial support provided to community events and organisations.

All requests for a Council donation must be made through the application process outlined in this policy. Individual Council departments are not able to respond to donation requests.

This policy amends the Donations Policy adopted in June, 2002.

2.0 Integrated Planning

- C1 Our community is inclusive and caring
- C1.1 Recognise and incorporate social justice and cultural diversity as an integral component of social and physical planning
- C1.1.3 Provide support to community programs and activities
- C1.1.3a Donations

3.0 Objectives

- 3.1 To ensure that Council has a consistent, equitable and transparent process to respond to requests for donations.
- 3.2 To ensure all potential applicants have equitable access to donation funding
- 3.3 To ensure that donation funding decisions represent value for money in achieving Council's goal of a socially just and inclusive community

4.0 Definition

4.1 Donation:

- a) Any direct monetary contribution, up to the value of \$250, which is directed toward community development outcomes or

- b) Any reimbursement for the provision of Council services, facilities or equipment, up to the value of \$250, that is directed toward community development outcomes.

5.0 Reference

- 5.1 Section 356 of the Local Government Act 1993

- 5.2 Circular 06-32, 18 May 2006, Department of Local Government, '*Provision of Financial Assistance under Section 356 of the Local Government Act – Developing a financial assistance policy*'

6.0 Policy

- 6.1 Requests for consideration of a donation will be accepted on an ongoing basis and must be submitted to the General Manager on the prescribed form.

- 6.2 Applications will be assessed quarterly, by a cross-Council panel of 4 staff, creating four funding rounds each year, as per attached schedule.

- 6.3 Applications will be assessed against the criteria established under this policy and ranked against other applications in that round. The highest ranked applications will be funded within the funds available for that round.

- 6.4 Each funding round will only assess applications for events to be held or costs to be incurred during the following quarter. Requests received earlier than this will be held over until the appropriate funding round. Applications will not be considered for events that have already been held.

- 6.5 The General Manager has the delegated authority to approve a donation up to a maximum value of \$250.

7.0 Criteria

- 7.1 To be considered eligible for a donation an individual, group or organisation must:
 - Be based within the Municipality of Kiama
 - Be not for profit (Council may request the submission of the most recent annual financial report)
 - Demonstrate how the donation will:
 - benefit the Municipality of Kiama or
 - strengthen the Kiama community and
 - contribute to Council's goal of a socially just and inclusive community
 - Demonstrate that any monies raised through events or activities associated with the donation will be used or distributed to benefit the Kiama community.

- Not be the recipient of any other financial or other type of assistance from Council for the same event or project
- Not be raising funds on behalf of another group which is itself a recipient of financial assistance from Council, State or Federal Government

7.2 The following requests are excluded from eligibility:

- Assistance to attend conferences
- Sponsorships of individuals or groups to attend or participate in national or international sports or events
- Organisations already receiving special hire rates of Council premises, according to Council's Fees and Charges, cannot apply for a donation for rental costs
- Donations for payment of refundable bonds required to be lodged in association with the hire of facilities or equipment
- Donations for the payment of insurance(s) associated with the hire of facilities or equipment

8.0 Acknowledgement:

All applicants successful in obtaining a donation must acknowledge Council's contribution in all publicity relating to events or activities to which the donation applies.

9.0 Acquittal

The attached acquittal form must be completed to confirm that the donation has been expended for the purpose it was requested. If the donation requires reimbursement of Council fees or charges, the receipt must be attached. Organisations will not be eligible for future donations if an acquittal form has not been returned.

10.0 Applications outside of the Donations Policy

Applications that do not meet the criteria of the Donations Policy will not be considered by the panel.

Applicants wishing to request a donation or sponsorship outside the scope of the Policy, such as for a significant or large-scale event, should make application in writing to the General Manager, detailing all assistance required, for consideration by the elected Council members. The same application form should be used for this purpose, attaching additional information on a separate sheet. Such requests will be considered in relation to Council priorities and budget constraints as they are not funded under this policy and are not within the delegation of the General Manager.

Adopted by Council on: 21 February 2012

Review date: Feb 2014

Document Control – This is a controlled document. Changes must not be made to this document without approval.



DONATIONS POLICY

Address Applications to:

Kiama Municipal Council
Donation Application
PO Box 75
KIAMA NSW 2533

File No: SC1364

Application for Donation

1. Applicant/Organisation

Name of Organisation: _____

Address: _____

Contact Person: _____

Position: _____

Telephone Number: _____

E-mail Address: _____

2. Type of Donation / Reimbursement

Financial Assistance – *maximum \$250*

OR

Reimbursement of Council fees and charges or venue hire (reimbursement will only be made to the original payee) *maximum \$250*

3. Details of how funds will be expended (include date/s and venue):

4. Information Regarding the Organisation

a) Is your group based in the Kiama Council area? Yes / No

b) Is your group not-for-profit? Yes / No

c) What services or activities does your group provide to members of the Kiama community?

d) Describe in broad terms the principal objective of your organisation.

e) Has your group requested financial or other type of assistance from Council or Council's Business Units for this event / project?

Yes / No

If yes, please provide details: _____

f) Are you raising funds on behalf of another group that has requested assistance from local, state or federal government?

Yes / No

If yes, please provide details: _____

5. Additional Information - Any additional information which you consider necessary.

6. How will your Organisation acknowledge the Council's Donations?

7. Payment – if your application is successful, please indicate how you would like to receive payment.

Cheque – Postal address for payment:

EFT - Please provide banking details:

BSB: _____ Acc No: _____

Account Name: _____

Name: _____

Signature: _____

Date: _____

CLOSING DATES FOR EACH ROUND

1st Round – events held July – September – close 31 May

2nd Round – events held October – December – close 31 August

3rd Round – events held January – March – close 30 November

4th Round – events held April – June – close 28 February



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File No: SC1364

Acquittal Declaration (to be returned after the event is held)

3. Applicant/Organisation

Name of Organisation: _____

Address: _____

Contact Person: _____

Position: _____

Telephone Number: _____

E-mail Address: _____

Declaration: (circle either A or B)

A. No reimbursement required.

I declare that the donation received from Kiama Council has been spent according to the stated purpose on application.

B. Reimbursement for Council fees & charges

I declare that the donation received from Kiama Council has been spent according to the stated purpose on application. I have attached Council receipts and request reimbursement to the agreed donation amount.

Event Held: _____

Date Event Held: _____

Name: _____

Signature: _____

Date: _____
