

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.

This policy rescinds the Financial Assistance Policy as amended in March, 1995.

2.0 Objectives

- 2.1 To provide Council with a consistent response to requests for donations.
- 2.2 To provide clear procedures for staff when responding to requests for donations.
- 2.3 To provide delegated authority to the General Manager to determine requests for donations up to a value of \$250.

3.0 Definition

- 3.1 Donation: Any direct monetary contribution or provision of Council services, facilities or equipment and not eligible for assistance under any other Council program.

4.0 Policy

- 4.1 Requests for consideration of a donation will be accepted on an ongoing basis and must be in writing to the General Manager on the prescribed form.
- 4.2 To be considered all requests must be received a minimum of twenty eight (28) days before the event to which they apply.
- 4.3 Council at its discretion may or may not grant a request for a donation for a single event or a number of events relating to the same cause.
- 4.4 The General Manager has the delegated authority to approve a donation for a single event up to a maximum value of \$250.
- 4.5 This policy does not apply to organisations included in Council's fees and charges.
- 4.6 Applications for assistance to attend conferences and sponsorships of individuals or groups attending or participating in national or international sports or events are excluded.

5.0 Criteria

5.1 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).
- Use or distribute wholly within the Municipality of Kiama any monies raised through events or activities associated with the donation.
- Council may at its discretion consider requests for amounts greater than the prescribed maximum and/or the distribution of funds outside the Municipality for events relating to appeals of regional, State or National significance.
- Not be the recipient of any other financial or other type of assistance from Council.
- Not be a Federal or State Government funded initiative.
- Not be raising funds on behalf of another group which is itself a recipient of financial assistance from Council or is a Federal or State Government funded initiative.
- Agree to acknowledge Council's contribution in all publicity relating to the events or activity to which the reduction in fees applies.
- Use the monetary contribution only for the establishment of community groups or small seeding grants.

5.2 Refundable Bonds:

There will be no consideration of a donation for payment of refundable bonds required to be lodged in association with the hire of facilities or equipment.

5.3 Insurance:

There will be no consideration of a donation for the payment of insurance(s) associated with the hire of facilities or equipment.

5.4 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.