

Financial Assistance - Donations

Council Policy

Policy Name: Financial Assistance - Donations	Policy Number: POL-0015-VO6
Date Adopted: 23/07/2013	Review Date: 23/07/2015
Policy Owner: Group Manager Finance	

Contents:

1. Policy Statement Objective(s)

Shellharbour City Council is committed to providing consistent, open and equitable financial assistance to the community within the Shellharbour City Local Government Area.

This policy outlines the requirements and criteria for Council to allocate financial assistance to suitable residents and organisations within the Shellharbour City Local Government Area, whilst complying with S356 of the Local Government Act 1993 (the Act).

2. Scope

This Policy applies to requests received by Council, for financial assistance via donations of money or services. The Policy is created to facilitate Council's functions subject to S 356 of the Act.

3. References

Section 356 of the Local Government Act 1993 (as amended).

4. Definitions

Financial assistance (donations) can be in cash, goods or services, including rates and charges reductions, but not including any Sponsorships as defined by the ICAC*, or any waiver of fees associated with Dunmore Waste Disposal and Recycling Facility, which are covered by specific policies.

As defined by the ICAC*, "Sponsorships (are not donations, but are).. a commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity, in return for certain, specified benefits.... Sponsorship does not include the selling of advertising space...(or) unconditional gifts, donations, bequests, endowments.... A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement." *(*Sponsorship in the Public Sector. ICAC 2006. pg 8.*)

5. Variation and Review

To the extent necessary, this Policy amends or supersedes any provisions of previous Donations Policies adopted by Council, which may appear inconsistent with the provisions of this Policy objective, statement or guidelines.

Council reserves the right to review, vary or revoke this Policy.

Review History

Date Policy first adopted – Version 1	18/03/1997
Date amendment adopted – Version 2	25/11/1997
Date amendment adopted – Version 3	17/05/2005
Date amendment adopted – Version 4	30/09/2008
Reviewed - with minor amendment - Version 5	1/07/2011
Date amendment adopted - Version 6	23/07/2013

6. Policy

- 6.1** Council will consider provision of financial assistance by way of donation to local cultural, educational, health, sport, welfare, and other bodies, where in the Council's opinion, the applications have demonstrated a community need.
- 6.2** Applications for financial assistance shall be considered on their merits, taking into account the guidelines of this Policy, the circumstances of each case, the availability of funds in the Council's budget, and the relevant provisions of the Local Government Act 1993 (as amended).
- 6.3** The Financial Assistance (Donations) Policy is available on Council's Web site, www.shellharbour.nsw.gov.au. Council will advertise quarterly to invite applications for financial assistance from appropriate persons. Ordinarily, advertisements will be placed in the local newspaper in March, June, September and December of each year, with those applications to be then determined by Council in April, July, October and February. This schedule provides for groups which operate on a financial year basis, as well as those which operate on a calendar year basis.
- 6.4** All applications to Council for financial assistance, must be submitted on the Council's standard forms. Requests for amounts of less than \$200.00 excepting those from schools, will not be considered. Requests for assistance with payment for insurance coverage, will not be considered. Requests for donations by way of fee reduction or waiver of fees imposed for use of the Dunmore Waste Disposal Facility, or other "in kind" donations, should be made on the form shown as "Application for Fee Reduction".
- 6.5** Financial assistance may be provided as part of Council's operational budget. A Working Party consisting of all Councillors and chaired by the Mayor, will convene to consider applications for financial assistance received in response to the advertisements. Appropriate staff from Council's executive and community connections and Finance groups, will attend to advise on aspects of the applications. The Working Party will consider applications for compliance with this policy and will recommend to Council those applications which should receive financial assistance, in any given three month period.

Australia Day Donations - "Cash for City Charities" Donations:

Recommendations from the Australia Day financial assistance programme are to be referred to an Extraordinary meeting of the staff group in December for consideration and endorsement, with the recommendations to remain confidential until after the staff group has considered them and endorsed or amended those recommendations.

7. Donations Policy Funding Guidelines

In assessing applications, and in making recommendations to Council in relation to donations, the staff working group will consider the following criteria:

- 7.1** Federal or State Government Funded initiatives will generally not receive assistance under this Policy.
- 7.2** Donations will not be made to groups, which are raising funds on behalf of another community group, which has itself made application for funding, in the funding round under consideration.
- 7.3** Applicant organisations must be based in the Shellharbour City Local Government Area or must be affiliated with, or service clients within the Shellharbour City Local Government Area.
- 7.4** Applicant organisations must be "not for profit" by nature. Activities ancillary to the functions of registered educational institutions are for these purposes regarded as "not for profit" activities.
- 7.5** To the extent practicable, allocation of financial assistance will take into account the issue of equity, both in terms of geographic distribution of funds and allocation across the categories of funding contained in this Policy.
- 7.6** Whether or not the applicant organisation has agreed to undergo an evaluation of the use made of donated funds. The funded group must supply a written evaluation to Council within 6 months of receipt of the financial assistance.
- 7.7** An assessment of the extent to which previous donations to the same applicant, have actually fulfilled the stated purposes of the funding. An assessment of any previous evaluation of an applicant organisation, that may have been carried out by Council under this Policy.
- 7.8** The extent to which the funded activity meets identified needs in Council's Community Strategic Plan, Delivery Programme and Social Planning documents.

8. Related Forms

Application for Donation Request
Application for Fee Reduction
Donation Report and Evaluation

Note: Related forms can be located Online under "Forms"

9. Attachments:

Nil

Policy Authorised by:

Name: Council Resolution No. 219

Date: 23 July 2013