



Policies, Procedures and Guidelines

DONATIONS POLICY

GEN006

BACKGROUND

Lachlan Shire Council values the cultural, educational, community and sporting initiatives and the events and festivals that enhance the quality of life for residents. Council acknowledges the contribution made by individuals and organisations in promoting these initiatives.

Lachlan Shire Council regularly receives requests for assistance from organisations and individuals. However, Council resources are limited and it is not feasible to fund all applications. Therefore, it is important that Council maintain a consistent, transparent and equitable approach to the consideration and distribution of donations.

In observing the policies and procedures contained herein, Council officers will ensure that they are making a meaningful contribution to Council's objectives which in turn contribute to meeting Council's Mission.

OBJECTIVE

The purpose of the policy is to secure an open and transparent decision making process for requests for donations from Council; and provide an accessible and equitable process for groups and organisations seeking donations from Council.

SCOPE

This policy applies to all Lachlan Shire Council employees and councillors.

DEFINITION

In this policy, the terms "donation" and "financial assistance" include cash, goods or services, in-kind assistance, and the waiving of fees and charges. A maximum grant of \$1,000 can be made.

POLICY

- (i) Council will consider provision of assistance by way of donation to local cultural, education, sport, welfare and other bodies and individuals where in the Council's opinion, the application demonstrates a community need.
- (ii) Applications for donations shall be considered on their merits, taking into account the circumstances in each case, the availability of funds in Council's adopted budget, the guidelines of this policy and provisions of the Local Government Act 1993.
- (iii) Council's donations policy will be advertised annually via local newspapers, calling for expressions of interest from not-for-profit organisations seeking donations from Council during the forthcoming financial year.
- (iv) In addition to the normal program, applications for support may be received and considered at any time.

Further Information: Lachlan Shire Council ☎ 0268951900 ✉ Email: council@lachlan.nsw.gov.au				Page 1 of 2
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(v) Council does not guarantee to fund any application, nor does Council guarantee to fund any application to the full amount requested. Applicants are encouraged to seek further sources of funding.

(vi) Council will not provide automatic recurrent funding. Funding in any one year will neither preclude nor guarantee funding in any other year.

(vii) All applications must be received at least 28 days before the event to which they apply. Retrospective applications will not be considered.

(viii) Council will not consider assistance in the form of waiving refundable bonds required to be lodged in association with the hire of Council facilities and equipment.

(ix) Where appropriate, applicants must give public recognition to Council for any financial assistance provided.

ASSESSMENT CRITERIA

In assessing applications for financial assistance, the following criteria will be considered:

- (i) Funding available as per Council's adopted budget.
- (ii) Applications must be based in or affiliated with, and/or provide a service, to the Lachlan Shire area.
- (iii) The extent to which the application meets the identified needs in Council's Management and Social Plans.
- (iv) The extent to which previous donations to the applicant have fulfilled the purpose of funding.
- (v) Who and how many residents will benefit from the project or event.
- (vi) The amount of funding being contributed by the applicant.
- (vii) Requests for projects/events that duplicate a Council service, event or project will generally not be considered.
- (viii) Federal or State Government funded initiatives will generally not receive assistance.
- (ix) For profit organisations will generally not receive assistance.
- (x) Requests for which more appropriate funding sources are available will generally not receive assistance
- (xi) All requests for donations over \$1,000 must provide a completed Funding Application Form.

RELATED DOCUMENTS

Requests over \$1,000 Funding Application Form

Robert Hunt

GENERAL MANAGER

23/11/2016

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LACHLAN SHIRE COUNCIL

Donations Policy GEN006 – Requests over \$1,000 only

FUNDING APPLICATION FORM

Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details	
Name of group/organisation:	
Postal Address:	
Contact Person:	Position in group/organisation:
Telephone:	Mobile:
Fax:	Email:
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have an ABN?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ABN:.....	
Does your organisation have Public Liability Insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach a valid <u>Certificate of Currency</u> .	

PART B – Project Details <i>(please attach extra pages if insufficient space is provided)</i>	
Project Title:	
Project Location:	
Proposed Start Date:	Proposed End Date:

Summary of Project.

Briefly summarise what your organisation does i.e. its mission.



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FUNDING APPLICATION FORM

How will this project benefit the local community?

Three horizontal lines for text entry.

Please estimate the number of participants and/or spectators in your project.

Two horizontal lines for text entry.

How will the success of the project be evaluated by your organisation?

Three horizontal lines for text entry.

How will your organisation acknowledge the financial contribution from Council?

Three horizontal lines for text entry.

Please outline how your organisation will manage this project.

Three horizontal lines for text entry.

PART C – Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If **Yes**, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

Funding Source	Amount	Secured (Yes or No)



LACHLAN SHIRE COUNCIL

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FUNDING APPLICATION FORM

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

Two horizontal lines for text entry.

PART D – Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Table with 2 columns: Description and Amount. Rows include: Is project budget attached before?, Project Budget Summary, Cash contributed by your organisation, Cash from other sources, In kind contribution, Amount requested from Lachlan Shire Council, Total Cost of Project.

Authorisation:

I, _____ (print name) certify that this application for funding was approved by the management committee of this organisation on _____ (insert Date).

Two boxes for signature and date: (Signed) and (Date)