

GOONDIWINDI REGIONAL COUNCIL

COMMUNITY DONATIONS POLICY

Meeting Date: 28 May 2008

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Policy Type: Strategic

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0005	28 May 2008	Review June 2009
2	Reviewed & Amended	12 August 2009	Review June 2010
3			
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1. BACKGROUND

Council provides limited financial assistance to support community organisations that make a positive contribution to the quality of life in the Goondiwindi Regional Council.

Council has introduced the Community Donations Policy to provide a platform on which decisions regarding whether or not to give donations to a particular community group are to be based.

The Council will allocate funds in each annual budget and may advertise for submissions for donations each financial year. Donations may take the form of monetary donations, in-kind donations, reimbursement of net general rates, or reimbursement of Council fees.

Donations will only be given up to and including \$450. This amount is to be reviewed annually. If an organisation is seeking funds of \$451 or more they will be required to make an application under Council's Community Grants Program.

2. POLICY STATEMENT

- Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.
- All applications will be considered by the Director planning and Community Services, with those for in-kind plant use, initially being provided to the Director Technical Services for a recommendation.
- Applications may be made at any time throughout the year, however completed application forms must be lodged a minimum of 21 days prior to the event or request for in-kind assistance.
- The level of assistance available to the community is limited by Council's budgetary allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- Donations for \$451 or more will ***not*** be given.

3. PURPOSE

Community donations are aimed at supporting and assisting community organisations with the development of activities and or services that will be of benefit to the Goondiwindi Regional Council Community.

4. POLICY OBJECTIVE

The objectives of these donations are to:

- Support community initiatives.
- Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council.
- To protect and enhance our natural environment.
- To achieve a physically active and healthy community.

REVIEW DATE

June 2011

Guidelines

1. ELIGIBILITY

To be eligible applicants must:

- 1.1 Be free of debt with Council or up to date with an agreed repayment schedule.
- 1.2 Be community based and provide services and activities of benefit to Goondiwindi Regional Council residents.
- 1.3 Ensure that all proposed projects or events generally occur within the financial year in which funded.
- 1.4 Be operating on a non-profit basis or providing a project/service for non-commercial gain.

2. INELIGIBLE APPLICATIONS

The following applications will **not** be considered:

- 2.1 Proposals for events and activities held outside of the shire, unless the applicant can demonstrate a direct community benefit.
- 2.2 Requests for funding of \$451 or more. If the amount sought from Council is \$451 or more an application for funding under Council's Community Grants Program is required to be submitted.

3. SELECTION CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- 3.1 Benefit to the environment.
- 3.2 Benefit to the Goondiwindi Regional Council Community.
- 3.3 The ability of the organisation to raise funds by other means.
- 3.4 Community participation/cooperative approach.
- 3.5 Achievable aims and objectives.

4. MONETARY DONATIONS

- 4.1 Monetary donations will only be given towards specific projects or events.

5. RATE REIMBURSEMENT

- 5.1 Reimbursement of rates will be available for all types of rate and utility charges other than those listed below;
 - Additional garbage services

6. FEE RELIEF

- 6.1 Approval may be sought for the reimbursement of one-off application fees, eg: building application fees, hall hire fees, etc. However, the fees must be paid to Council prior to payment of the donation.
- 6.2 If reimbursement of the fees is not sought within three (3) months no approval will be granted.
- 6.3 Annual licence fees will not be reimbursed.

7. IN-KIND ASSISTANCE

- 7.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant.
- 7.2 All works in-kind will be subject to the availability of plant and plant operators.
- 7.3 The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time.
- 7.4 The Director of Technical Services may authorise the use of Council plant by non-profit community organisations where the plant is operated by a Council employee free of charge, however it is still necessary for an application for donation to be submitted for determination.
- 7.5 It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excessive of the approved funding amount.
- 7.6 Council will copy up to 50 sheets for community groups free of charge – no application form is required. Requests for large bundles of photocopying should be made in writing.

The Administration Manager will decide whether to allow the copying based upon the following criteria:

1. the number of copies to be done
2. the timeframe for the copies to be done
3. the likely demand upon the copier by Council work
4. such other factors as may be relevant

8. ADMINISTRATION

- 8.1 The level of financial assistance allocated to the donations budget will be determined each year within Council's annual budget process.
- 8.2 Requests for donations of any kind (other than photocopying) will be approved by Council as required. Council will determine which, if any, organisations will receive assistance in accordance with the criteria set out above.

9. REPORTING

- 9.1 All Claims for donations are to be reported at the next ordinary meeting of Council.

10. CONDITIONS OF DONATION

All Community Donations awarded by the Goondiwindi Regional Council are subject to the following conditions:

- 10.1 The donation money should not be used for any other purpose than that for which the donation is awarded.
- 10.2 All organisations requesting assistance will be required to make a submission each year. This requirement may be waived in the instance of rate reimbursement.