



Community Donations/Contributions

Summary:

The purpose of this policy is to provide clear direction on the provision of Tenterfield Shire Council donations and contributions to the community.

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Approved By	Council
Endorsed By	Executive Management Team
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Department	Corporate Office
Policy Custodian	Chief Corporate Officer
Superseded Documents	N/A
Related Legislation	N/A
Delegations of Authority	Chief Corporate Officer

1. Overview

The purpose of this policy is to allow Tenterfield Shire Council to:

- consider requests for Donations and Contributions from Community Bodies in preparing the Operational Plan, and
- to allocate funds to organisations, on merit, within the funds available.

2. Policy Principles

The role of a Local Government authority as a philanthropic corporate citizen is to identify a suitable budget for the support of community based activities that would not otherwise be funded. The principle of this policy is to set a framework for the provision of community donations and contributions when such funds are available for Council to disperse.

3. Policy Objectives

The Community Donations/Contributions policy objective is to provide a level of community support through funding community donations and contributions for activities that would not otherwise be funded.

4. Policy Statement

The Council, in preparing the Operational Plan Budget for the ensuing Financial Period, shall allocate an amount to be available to meet requests from community bodies for donations or contributions.

After adoption of the Operational Plan Budget, Council will call for applications from Local Voluntary/Community Organisations for contributions/donations. No requests for donations/contributions will be considered throughout the year. Unless special circumstances exist as determined by the Mayor and Chief Executive, Council's policy is not to contribute to charitable appeals. Clause 211 (3) of the *Local Government (General) Regulation 2005* states that "all such approvals and votes lapse at the end of a Council's financial year".

5. Scope

The following assessment guidelines are to be used to assist in assessing each application for community donations and contributions. Applications must meet all of the essential guidelines.

Essential:

1. Financial analysis of the proposal supported by estimates/quotes.
2. Not a business or commercial venture.
3. Not an individual.
4. Is there a safety or health aspect?
5. Is it a proven attraction or community benefit?
6. Is it voluntary and is there a matching contribution (it can be in kind) equivalent to 50% (minimum)?
7. Is the project for the well-being of the Shire Community?
8. Will it have continuing support from the majority of the Shire Community?
9. Current financial status of organisation applying for funding (latest statements).

6. Accountability, Roles & Responsibility

Elected Council

Council will nominate an Assessment Panel comprising:

- the Mayor;
- three (3) Councillors, and

- one (1) Councillor as reserve in the event that a member of the Panel is unavailable on the date selected for allocation of funds.

7. Definitions

Nil.

8. Related Documents, Standards & Guidelines

Nil.

9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/4/00	Council	Adoption of Original Policy (334/00)
V2.0	24/10/03	Council	Revised Policy Adopted (582/03)
V3.0	26/9/12	Council	Revised Policy Adopted (383/12)
V4.0	24/6/15	Council	Revised Policy Adopted (190/15)
V5.0	23/8/17	Council	Revised Policy Adopted (168/17)
V6.0	28/2/18	Council	Revised Policy Adopted (17/18)