

Donations Policy

RESOLUTION NO:		MEETING:
Policy Adopted	Minute No 4461	14 August 2019
Policy Amended	Minute No 4626	11 December 2019

It is Council's policy to ensure that its community service obligations concerning the granting of donations to community groups are met in an open, fair and transparent manner and that the administration work in considering donations is streamlined as much as possible.

Each year Council receives numerous requests for donations. These requests can broadly be classified into three (3) categories namely:

1. Local Organisations
2. Community Organisations
3. Council list of organisations to which donations are made categorised as:
 - a) Pre-approved donations
 - b) Non pre-approved donations
 - c) Mayoral donations.

1. Local Organisations

Due to the large number of requests for donations from non-local organisations, Council will generally only make donations to local organisations with the exception of the Pre-approved Donations listed in Section 3 a) of this policy.

Donations to this category - 'non-local organisations' - should be limited to \$100.00 per year per organisation.

2. Community Organisations

Council will only make donations to community organisations, not individuals. This will remove any public perception that may exist concerning Council favouring one (1) individual over another.

3. Council list of Organisations to which donations are made

a) Pre-approved Donations

This section contains a list of organisations that Council will make an annual donation to without the need for the organisation to apply to Council for the donation. The following organisations have been included in this section:

- Royal Flying Doctor Service \$100
- St Vincent de Paul \$100
- Salvation Army \$100
- Cancer Council \$100
- National Heart Foundation \$100
- Coonamble High School \$100)
- Coonamble Public School \$100) Annual Presentation
- Gulargambone Central \$100) of Awards functions
- St Brigid's School \$100)
- Quambone School \$100)
- Doug Moppett Memorial Prize \$250

- Coonamble High \$125)
- Quambone School \$125)
- Coonamble Hack & Pony Club \$250

b) Non Pre-approved Donations

In June and February each year Council will place an advertisement in the Coonamble Times inviting local not-for-profit community groups to submit their requests to Council for consideration of a donation. Following closure of the time allocated for receipt of requests a Council committee comprising the Mayor, the Deputy Mayor and the General Manager or his/her delegate will consider all requests and make an appropriate recommendation to Council.

Applications under this category may include requests for Council to donate the value of the community group's annual general purpose rates, if applicable. Requests for the donation of the value of rates will be considered in the same manner as other donations.

All applications must be on the Coonamble Shire Council's Application form which lists the Application Guidelines. Successful applicants are required to complete a Community Donation Report and return it to Council by the end of the financial year in which the donation was given. If a Community Donation Report is not received by Council on the due date, future applications for donations may be declined.

c) Operational Plan Funding

Council acknowledges that the following annual cultural activities, events and festivals will be funded on a recurrent basis through the Operational Plan. No further requests for these mentioned activities, by way of donation, will be considered by Council:

i) In-Kind Contribution:

- ANZAC Day
- Australia Day
- Naidoc Day
- Easter Celebrations and Street Decorations
- Christmas Celebrations and Street Decorations
- Coonamble Jockey Club

ii) Monetary and/or In-Kind Contribution:

- Buy Local Campaign
- Coonamble Show
- Coonamble Rodeo and Campdraft
- Coonamble Challenge and Campdraft
- Coonamble & District Education Foundation
- Coonamble Branch CWA
- Campbelltown City Council – Fisher's Ghost Festival Art Award
- Coonamble Greyhound Racing Club

d) Mayoral Donations

Mayoral Donations may be up to \$250 per donation for a maximum of \$5,000.00 in any one (1) financial year.

Council's total donations each year will not exceed 1.5% of the rate levy (which currently accounts for around \$70,000).

Implementation / Communication

The Executive Assistant for the General Manager will arrange for the processing and payment of the Pre-approved Donations listed in Section 3(a) of this policy.

The Executive Assistant for the General Manager will also communicate the information contained within this policy to customer service officers and organisations / members of the public requesting a donation from Council and arrange for advertisements to be placed in the Coonamble Times and information to be placed on Council's web site and Facebook page, inviting community groups to apply for donations.

Variation and Review

This policy shall be subject to a three (3) yearly review by Council during the development of the annual Operational Plan or at an earlier time as determined by Council.

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General Manager

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Date

**APPLICATION FORM FOR A COMMUNITY DONATION UNDER
COONAMBLE SHIRE COUNCIL'S DONATION POLICY**

CLOSING DATE: 4:30PM - MONDAY 22 FEBRUARY 2021

Name of organisation:

Address:

Contact Phone:

President:

Secretary:

Treasurer:

ABN:

Are you registered for GST? Yes No

Eligibility for Financial Assistance (please circle)

Is your organisation/community group:

Community based and not-for-profit? Yes No

Based in, or affiliated with Coonamble's LGA? Yes No

Able to complete the project/activity within 12 months? Yes No

Have you received any previous grants from Council? Yes No

Project (outline what your organisation is proposing do with the donation)

How will the project/activity benefit the Coonamble Shire Council community and what are the main target groups?

Amount sought:

If you do not receive the full amount sought, will you still be able to complete your project / activity before 30 June 2020? If not, what will your plan be?

If applicable, does this amount include the value of general purpose rates?

Yes No (please tick appropriate box)

If applying for a donation of the value of your organisation's rates, please attach a copy of the last Assessment Notice.

Financial Statements: Please include a copy of your organisation's most recent financial statements.

Sign and Date _____

(Chairperson or equivalent)

Please return to: **By Post:** The General Manager
Coonamble Shire Council
Post Office Box 249
COONAMBLE NSW 2829
By Fax: (02) 6822 1626
By Email: council@coonambleshire.nsw.gov.au
By Hand: 80 Castlereagh Street, Coonamble

For further information regarding the Donations Policy or the Application Process please contact Council on 02 68 271 900 or email council@coonambleshire.nsw.gov.au

COMMUNITY DONATION REPORT

This report must be completed and submitted to Council by the end of the financial year.

Name of organisation:

Address:

Email Address:

Contact Phone:

President:

Secretary:

Treasurer:

Amount Received from Council:

Details of how funds were expended:

What services or activities were provided to Coonamble Shire residents?

Sign and Date:

(Chairperson or equivalent)

Please return to:

By Post: The General Manager
Coonamble Shire Council
Post Office Box 249
COONAMBLE NSW 2829

By Fax: (02) 6822 1626

By Email: council@coonambleshire.nsw.gov.au

By Hand: 80 Castlereagh Street, Coonamble