



Donations/Assistance and Sponsorship Policy

Application	Councillors, Council Staff and General Public
Responsible Officer	Director Corporate & Community Services
File No	CM:POL:CWP
Authorised by	General Manager
Effective Date	0021 / 27 September 2016
Distribution	Internet / Intranet / Public Exhibition

Purpose

To broadly cover Carrathool Shire Council's means of providing assistance to organisations, community groups and individuals and more specifically the processes and procedures that apply to its grant programs.

Carrathool Shire Council recognises the importance of assisting non profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its Community.

Council provides assistance via a number of avenues including grants, sponsorship, donations, use of Council's plant and/or labour resources and the waiving of Council fees and charges. This policy will guide and assist Council in assessment of these requests.

Definitions

For the purposes of this policy "Assistance" refers to financial support, waiving of fees and charges and use of Council's resources.

Reference

Section 356, 377 and 610E of the Local Government Act 1993 (as amended), Community Strategic Plan Securing our Future Together 2012 to 2022.

Policy Statements

- To comply with the provisions of the Local Government Act 1993.
- To provide a framework within which requests to Council for financial assistance are assessed.
- To ensure transparency and accountability to the Community.
- To provide an accessible and equitable process for non-profit organisations and individuals to seek support from Council.

Avenues for Assistance

The below table provides a summary of the various assistance measures available:

Community Grants Scheme	One off Projects (Maximum \$1,500.00) Provides funding support to community groups and organisations in their endeavours to establish, strengthen and/or implement projects which will benefit the Carrathool Shire Community. Subsidy support can also be provided via use of Council's plant and/or labour resources. It also supports applications for waiving of hire fees for Council's facilities. Applications open once per year.
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	<p><u>Recurrent Funding Program</u> Community groups and organisations can apply for recurrent establishment funding for a maximum of three years for projects and activities of Community benefit. Applications are to be submitted by January for consideration in the forthcoming financial year.</p>
Quick Response Grants	<p><u>Community Support – One off projects (Maximum \$1,000)</u> This grant fund is designed to respond to activities that support the community that arise unexpectedly with limited notice outside of the once yearly funding round of the Community Grants Scheme and applies to requests for funding and/or “in-kind” support.</p> <p><u>Youth Development (Maximum \$250)</u> This fund is available to support young individuals who have been selected to participate at a State, National or International level event in sport, academia or arts.</p>
Sponsorships	Requests for sponsorship must have a clear benefit for the Community and Council and will be assessed at time of receipt. Council has current commitments to sponsoring a number of longstanding regular events within the Community. These are recognised in Appendix 3.
Use of Council Plant	Council is committed to assisting worthy community organisations to perform and/or carry out their community activity by making available at minimal cost Council plant and equipment. It is an accepted practice that Council employees donate their labour to such community organisations.

This Policy does not cover donations or assistance for matters pertaining to financial hardship. This is covered by a separate policy – refer to:

- Rates – Hardship Assistance for Rates & Annual Charges Policy.

Process involved with management of community strengthening and quick response grants:

All requests for assistance are received by the Corporate & Community Services Division. Corporate & Community Services processes the applications according to program guidelines. Other relevant Council staff will be consulted for a preliminary evaluation. All information is then assessed with a recommendation provided to Council. Necessary reporting and follow up with acquittals will be undertaken by Corporate & Community Services.

Funding Pool

An annual allocation is set aside by Council to support the Community Grants Scheme and the Quick Response Grants. No further funds will be available for the year should these funds become exhausted unless Council approval is sought.

Assessment

Assessment of applications to both the Community Grants Scheme and the Quick Response Grants will be guided by scoring against the assessment criteria table and Community Grants Scheme Guidelines Refer Appendix 2.

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IMPORTANT NOTE:

During the assessment it may be elected to fund none, some or all of the eligible applications according to the funding available. Council's decision will be final and no correspondence will be entered into.

Funding Agreement

All successful applicants will be required to sign a funding agreement prior to assistance being released acknowledging acceptance of the following conditions:

- That Council will be acknowledged as providing funds for the project (use of Council logo on flyers etc)
- Assistance provided is to be expended only on projects outlined in the funding application
- That a fully completed acquittal report will be submitted by date specified on the agreement including evidence of project completion
- Projects/activities are agreed to be commenced within 6 months of receiving funding

Assistance will be released once the signed agreement is received by Council

Acquittal Report

An acquittal report will be required for all assistance provided. The amount of detail required will be directly relevant to the amount of assistance provided. Amounts of under \$1,000 value will require completion of a one page report and submission of at least one piece of evidence to show that the project was undertaken and finished.

Grants with amounts of \$1,000 or more will require the additional submission of a financial report and/or invoice(s) and other relevant evidence.

Individual requirements for all forms of assistance

Specific information (including requirements) for each form of assistance is listed on the following pages.

Community Grants Scheme – Maximum \$1,500.00

Carrathool Shire Council offers Community Grants to support the efforts to build upon the strength and life of the communities within the Shire. These grants are designed to provide opportunities for community groups and organisations to identify and respond to local issues and needs by providing assistance with developing new or building upon existing projects and activities.

Assistance is provided financially and/or subsidy support for Community projects/activities via use of Council's plant and/or labour resources, as well as waiving of hire fees of Councils facilities.

Utilisation of Councils resources and reduction or waiving of fees still incurs a cost to Council, whereby the estimated value of such resources will be taken into consideration when calculating the amount of the application. This will ensure a measure of equity between all program applicants regardless if their request is for financial and/or "in-kind" support. General eligibility conditions apply.

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Examples of subsidy support items are road closures for events, waste services for events, venue hire, and one off ground preparation, design and printing.
General eligibility conditions apply.

Available: Once per year in July/August
Promoted: Advertised on Facebook in the Area News & Spectator and
Website: www.carrathool.nsw.gov.au
Eligibility: General Eligibility (Appendix 1)
Apply: By completing all details on the Community Grants Application Form

Recurrent Funding Program

Organisations applying for recurrent assistance (financial and/or subsidy grant) will be considered as part of the budget process of Council. Recurrent funding will only be provided for up to a 3 year period. Funding beyond this will require a fresh application and assessment of the goals and outcomes of the project.

General eligibility conditions apply **with the addition** of the following:

- ✓ Applications must be received before February for consideration in the upcoming financial year budget considerations.
- ✓ Provide an evidence base for their proposal.
- ✓ Demonstrate clearly the need for support beyond a 12 month period.
- ✓ Provide a copy of their financial statements from the previous financial year
- ✓ Agree to provide an annual report on their activities and application of funds received and a final report at the end of the three year period. Failure to provide adequate reporting may jeopardise future requests.

Available: Once per year in February
Promoted: Advertised on Facebook in the Area News & Spectator and
Website: www.carrathool.nsw.gov.au
Eligibility: General Eligibility (Appendix 1)
Apply: By completing all details on the Recurrent Funding Application Form

Quick response grant

All requests for assistance are received by the Corporate & Community Services Division.

- Community Support QR – Maximum \$1,000

The purpose of this grant is to respond to opportunities that have clear community benefit and arise unexpectedly with little notice and fall outside the normal application openings for Council's other programs. General eligibility conditions apply with an additional requirement that applications have to show why a quick response is necessary.

Projects/activities requiring a quick response because of poor planning will not be considered.

Available: All year round
Promoted: Details available at www.carrathool.nsw.gov.au
Eligibility: General Eligibility (Appendix 1)
Apply: By completing all details on the Quick Response Grant Form

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Youth Development QR – Maximum \$250

This fund is available to support the youth of the Carrathool Shire who demonstrate high achievement in a cultural, academic or sporting activity and have been nominated to represent at a State, National or International level. Applicants must reside within the Carrathool Shire Local Government Area and be aged under 21. This grant is aimed at assisting individuals and not intended for local teams. Council reserves the right to apply limits to the number of times that a particular individual is supported.

- Available: All year round
- Promoted: Details available at www.carrathool.nsw.gov.au
- Eligibility: As stated above
- Apply: By completing all details on the Youth Development Grant Form

Sponsorships

All requests for assistance are received by the Corporate & Community Services Division.

Council currently supports a set number of regular longstanding local events with sponsorship (financial and resources). A list of the current sponsorships supported by Council is attached at Appendix 3.

Council will consider assistance on application for new or one off events and applications may be received at any time.

Applications for assistance will need to be supported by:

- A clear description of the event, including the objective and goals for holding the event, including a clear set of measurable outcomes, the target market, likely benefits to the economy of Carrathool Shire.
- A description of the assistance required from Council that clearly demonstrates the need for this support.
- If the event was held in previous years, a copy of the financial statements from the previous financial year.
- Agreement to provide an annual report on activities and application of funds received and a final report at the end of the three year period. Failure to provide adequate reporting may jeopardise future requests.

- Available: All year round
- Promoted: Details available at www.carrathool.nsw.gov.au
- Eligibility: As stated above
- Apply: By completing all details on the Sponsorship Request Form

Use of Council Plant

All requests for assistance are received by the General Manager.

Council is committed to assisting worthy community organisations to perform and/or carry out their community activity by making available at minimal cost Council plant and equipment. It is an accepted practice that Council employees donate their labour to such community organisations.

- Council plant will be made available to carry out works for worthy community organisations for the cost of fuel and wages only.

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- All appropriate Council procedures are to be completed before plant is allocated, including ensuring that operators are appropriately qualified.
- A plant hire form is to be completed prior to the utilisation of the plant.

Available: All year round
 Promoted: Details available at www.carrathool.nsw.gov.au
 Eligibility: As stated above
 Apply: By completing all details on the Use of Council Plant form

Other support outside of the grant program

Council provides annual financial contributions to schools within the Shire towards their awards nights. These are listed at Appendix 3

Council also support the community through assistance with hosting Community events such as Seniors Week, International Women’s Day, Youth Week, Volunteers Week, and other activities as it deems appropriate. This support is managed by the Corporate & Community Services division through separate budgets which are outside the grants allocation.

Charles Sturt Scholarships Program is managed under a separate budget.

Associated Documents

- Community Grants Scheme Guidelines

Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.

SIGNED: POSITION: GENERAL MANAGER

DATE:...../...../.....

Revision Table

Minute /Date	Amendment Summary	Reason or Reference
16/08/2016		Public Exhibition



Appendix 1

General Criteria

Eligibility

- ✓ Only non-profit organisations or groups within the Carrathool Shire Local Government Area can apply
- ✓ Assistance will only be provided to establish, strengthen and/or implement projects which can demonstrate clear benefits for the Carrathool Shire Community
- ✓ Can demonstrate contributions in the form of cash, voluntary service and/or in-kind support – see note below
- ✓ Projects must not duplicate an existing service or activity
- ✓ Applications must be properly completed with all relevant information provided

What will not be supported

- × Applications from commercial organisations/sole traders
- × Fundraisers and general donations to registered charities
- × Ongoing staffing and operational costs
- × Political parties or activities
- × Activities that are overtly religious in nature
- × Schools or tertiary institutions (outside of Council's annual sponsorship of presentation awards) and Charles Sturt Scholarships
- × State or Federal Government departments or agencies

Conditions

- Incomplete applications will not be considered. **It is the responsibility of the applicant to seek advice from Council staff to clarify any issues with completion of the form well before it is due for submission.**
- Grants will not be issued retrospectively
- Approval is subject to annual budgetary limits with no further support available once the pool is exhausted.
- Any previous grant funding will need to have been successfully acquitted in the time allowed
- Only one application per group per year
- Any asset, fixture or fitting acquired through the Grants program and located on Council owned or managed property will remain in Council ownership

Community Contributions towards projects/activities

Contributions by the Community allows Council to support local priorities while encouraging communities to become self driven and sustainable. Community contributions can include direct cash input through donations, income generated, fundraising or "in-kind" contributions such as donated supplies/materials and volunteer time. As a guide general volunteer time contributed to a project should be calculated at \$25 and volunteer professional advice/service at \$75.

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Appendix 2

Assessment for community & quick response grants

Assessment will be guided by scoring against the Assessment Criteria set out in the table below.

Assessment will be undertaken by a panel of at least 3 relevant staff depending on the nature of the applications and will include at least one Director.

All panel members will be required to notify prior to assessment of any conflicts of interest that has potential to impact on their judgement of the applications.

All applications will be submitted to Council at the next available Council meeting with all applicants being notified of the result of their application not later than 1 week thereafter.

Quick Response Grants will be subject to approval by the Council with applications reported to the next available council meeting.

Assessment Criteria	Weighting or Score (out of)
Evidence of level of funds available from other sources such as cash and/or in-kind contributions provided by the group towards the project	20
A need has been demonstrated with details provided to show that the project is appropriate to that need	20
Links to the strategies of the Community Strategic Plan have been identified	12
Shows ability to manage the grant	12
The purpose has been clearly stated	12
There is a clearly defined community target group e.g. village, sporting group, young people, seniors	12
The application lists strong partnerships and shows community involvement	12
TOTAL SCORE	/100

Assessment for sponsorships

The assessment for applications for assistance for Events will be undertaken by the Director Corporate & Community Services, in consultation with the Director Development Services, and General Manager.

Events assistance will be subject to approval by the Council with applications reported to the council at the next available council meeting.

Approval for the use of Council plant

The approval to use Council plant on community projects must be granted by the General Manager, or delegated persons.

Assessment and Approval for Youth Development

The assessment for applications for assistance for Youth Development will be undertaken by the Director Corporate & Community Services in consultation with the Director Development Services, and approved by the General Manager and/or Mayor.

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Appendix 3

Set Donations as approved by Council are as follows:

Events List

Birds of the Bush Festival	\$550 (Insurance)
Anzac Day Marches	\$500 (volunteers signage & printing)
Hillston Triathlon	in kind support and signage
Carrathool Races	in kind support
Hillston Show Society	in kind support & printing

School List

Carrathool Public School	\$ 50
Goolgowi Public School	\$ 50
Hillston Central School (Secondary)	\$100
Hillston Central School (Primary)	\$ 50
Rankins Springs Public School	\$ 50