



Financial Contributions and Donations Policy



TABLE OF CONTENTS

Document Control.....	1
Document History	1
1. INTRODUCTION	2
2. OBJECTIVE.....	2
3. SCOPE	2
4. LEGISLATION AND OTHER REFERENCES.....	3
5. PROVISIONS for ASSISTANCE.....	3
5.1 Eligibility Criteria	3
5.2 Applications	3
5.3 Funding Guidelines.....	4
5.4 Timing.....	4
5.5 Consideration by Council.....	4



Document Control

Policy	Financial Contributions and Donations	Policy Number	TBA
Author/Reviewer	Executive Director Corporate & Community	Review Period and Date	Reviewed within 12 months of election/4 yearly - September

This policy shall be reviewed: -

- This policy shall be reviewed within 12 months of an election, and thereafter at four yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.
- This policy commences as from the last date of adoption by Council as listed in the document history and replaces all previous versions.
- Subject to the provisions of the Local Government Act and/or Regulation, this policy may be amended or cancelled by council at any time without prior notice or obligation to any person.

Document History

Date	Status	Version	Resolution	Description
28 June 2017	Draft	0.1		Presented to Hilltops Council for endorsement, public exhibition 28 days
28 June 2017	Draft	0.2	17/147	Endorsed - 28 day public exhibition
28 July 2017	Final	1.0	17/147	Adopted



1. INTRODUCTION

Hilltops Council is committed to providing consistent, open and equitable financial assistance to the community within the Hilltops Local Government Area. Council receives many requests for assistance from community organisations throughout the year. These requests may be for either financial or in-kind assistance, including the waiving of Council's fees and charges for an application or hiring. Any waiver of fees which are subject to another council policy are not included. Council does not give financial assistance to individuals.

Council is authorised to deal with these applications under section 356 of the Local Government Act 1993. The policy outlines the requirements and criteria for Council to allocate financial assistance to suitable residents and organisations within the Hilltops Local Government Area.

2. OBJECTIVE

This Policy creates an equitable and accountable means of providing assistance in either financial and/or "in kind" form to recipients considered appropriate.

The objectives are:

- To establish guidelines for determining donations to be made by Council.
- To establish an annual calendar for the processing of all donation requests
- To provide clear guidance on the criteria by which donation applications will be assessed and allocations determined.
- To provide a process that allows Council to conduct a meaningful comparison of requests for donations.
- To provide a process that allows the Council to maintain a more equitable distribution of Council donations.
- To enhance Council's appreciation and understanding of community groups operating in the Hilltops LGA.

Council will operate two funds.

Fund 1 – Small Scale Infrastructure Fund

This fund is designed primarily to assist organisations with providing infrastructure for their community group. Council will fund a maximum of up to 50% of the cost of the infrastructure.

Fund 2 – General Fund for Community Financial Assistance

This fund is designed to assist community groups and organisations to undertake special programmes or events. Council will fund a maximum of up to 50% of the cost of the event or programme.

3. SCOPE

This policy applies to all community organisations in the Hilltops LGA which meet the specified criteria.

Note that this policy does **not** apply to **sponsorships** which are separately considered and funded by Council. Sponsorships (as defined by ICAC) "are not donations but are a commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity, in return for certain, specified benefits. Sponsorship does not include the selling of advertising space or unconditional gifts, donations, bequests or endowments. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgement.



4. LEGISLATION AND OTHER REFERENCES

- Local Government Act 1993 (section 356)

5. PROVISIONS for ASSISTANCE

5.1 Eligibility Criteria

Council seeks to provide equal opportunity in the disbursement of funds and or provision of services. To facilitate this end, the following criteria shall apply to all organisations in the consideration of applications for assistance:

- The organisation shall be clearly identified as being a “Not for Profit” organisation;
- The organisation shall preferably be a legal entity or have a formalised governance structure.
- The organisation shall be able to provide financial accountability including a copy of the previous year’s accounts;
- The organisation shall be providing a community or cultural benefit for residents of Hilltops LGA;
- The organisation presents Council with an application for assistance;
- The extent of local support/financial status is set out including previous donations by Council;
- Council support is not expected as ongoing and
- Duplication or existing Council support for a similar cause

5.2 Applications

All applications shall be on Council’s prescribed form and must be completed to the satisfaction of the designated Council officer.

All applications are subject to acceptance and may be returned subject to:

- Completeness of application;
- Accuracy of information supplied; and
- Duplication of request.

All organisations shall furnish Council with an undertaking to provide written confirmation of receipt of assistance, and where requested, shall supply Council with an audited balance sheet indicating gross receipts and disbursements.

Applicants are afforded the opportunity to provide any additional information/material supporting their application and to discuss the application with the designated Council officer both prior to consideration and subsequent to determination by Council.

Acceptance of an application and recommendation for assistance is not a guarantee of financial assistance or assistance in-kind.

Applications for financial assistance shall be considered on their merits, taking into account the policy, the circumstances of each case, the availability of funds in Council’s budget and the relevant provisions of the Local Government Act.

The canvassing of Councillors in promotion of any application may result in disqualification of the application.



5.3 Funding Guidelines

In assessing applications, and in making recommendations to Council in relation to donations, the following will be considered:

- Federal or State Government Funded initiatives will not generally receive assistance.
- Donations will not be made to groups, which are raising funds for an individual.
- Applicant organisations must be based in the Hilltops Local Government area or must be affiliated with, or provide opportunities for people within the Hilltops.
- Applicant organisations must not be already receiving ongoing financial assistance from Council.
- The organisation will provide a report and evaluation on the use made of the donated funds within 6 months of receiving the funds.
- The extent to which the funded activity meets identified needs in Council's Community Strategic Plan, Delivery Programme and other planning documents.

5.4 Timing

Applications for assistance will be advertised in local media and will be called for twice a year in August and February. Applications which are not received before the close off time will not be considered. Late applications cannot be held over but may be re-lodged in the following financial year.

All contributions approved by Council will be paid during the financial year.

5.5 Consideration by Council

The gross funding amount for section 356 expenditure each year will be determined through Council's Operational Plan Process. Council will make a final decision on financial assistance to be given to groups. Financial Assistance to groups will be recorded in Council's Annual Report.

Failure to provide satisfactory acquittal evidence may disqualify the organisation for future allocations of funds.