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Precis: Finance-Donations

Responsible Officer: Policy Coordinator

Document:

TITLE:	Donations Policy
AUTHORITY:	Council
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OBJECTIVE

In order to pursue the Council's wider objectives in an accountable and equitable manner, this policy provides a framework for the assessment of requests for donations to community organisations and individuals.

POLICY

Statement

Given that Council receives a large number of requests from community organisations and individuals throughout the year for donations, a policy and procedure for the assessment of applications ensures:

- Transparency and accountability to the community;
- An effective reporting mechanism to Council;

- An equitable assessment of each application or request received;
- A standard process for applications to follow when requesting donations from Council.

An amount of \$30,000 be allocated annually for this purpose with \$25,000 to be spent on community groups or individuals who are not otherwise eligible for Council's financial support in accordance with Funding Objectives 1–4, and \$5,000 on Funding Objective 5.

Funding Objectives

Projects or initiatives must meet one or several of the following criteria:

1. Natural disaster appeals.
2. Cases of genuine hardship within the Cessnock Local Government Area arising from disaster or other untoward events.
3. Charitable projects directly focused on Cessnock Local Government Area.
4. Individuals or teams from the Cessnock LGA seeking to further their achievements in academic, cultural or sporting endeavours.
5. That \$5,000 annually remain uncommitted to allow for flexibility of 'one-off' requests at the Councillors' discretion.

Assessment Procedures and Eligibility

Operational details associated with donation requests are to follow the prescribed process:

1. Be received in writing with the following minimum information required:
 - Applicant details;
 - Outline of purpose of donation request;
 - Project budget including details of other contributions;
 - Marketing intentions and acknowledgement of Cessnock City Council's contribution.
2. Organisations and individuals are eligible for one grant per financial year.
3. Political organisations are not eligible for funding.
4. Individuals requesting support must live in the Cessnock LGA.
5. Organisations must be a not for profit based.
6. The General Manager (or designated delegate) will complete the initial assessment against the eligibility criteria and funding objectives.
 - Should the requested donation not meet these criteria the applicant will be notified.
 - Alternatively, should the requested donation meet the initial criteria, the matter will be referred to Council for consideration.

For non-controversial applications the General Manager will make a recommendation of an amount to be donated. For guidance, straightforward requests by individuals will attract a recommended donation of \$250 and groups \$500-\$1,000.

The Council may vary these amounts as they see fit according to the merits of the request.