

POLICY NAME: DONATIONS – FINANCIAL ASSISTANCE FOR COMMUNITY GROUPS

POLICY REF: D01

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1. OBJECTIVES

To provide clear policy guidelines for the management of financial donations made by Ballina Shire Council.

The policy is also designed to ensure consistency and equity and to assist the community by establishing a reliable and clear framework to make submissions to Council for assistance.

In accordance with Section 356 of the Local Government Act, the financial assistance must be for the purpose of exercising council's functions.

2. POLICY

Council will annually provide an allocation to fund direct financial assistance to community based organisations. In allocating this funding Council will consider the following guidelines:

Guidelines for Selection

- The recipient organisation will be not for profit and provide a community service within the Ballina Local Government area.
- Assess the level of benefit that the project or service will have on the community or on disadvantaged groups within the community.
- Assess the number of proposed beneficiaries from the proposed project or service.
- Where the project has a smaller number of proposed beneficiaries, consider the relative disadvantage of that group of people (e.g.; low income, youth, disability, etc).
- Consider the availability of other funding sources.
- Consider the equity of support to other groups across the local government area.
- Assess how the project will achieve an outcome linked to Council's Community Strategic Plan which can be found online at ***ballina.nsw.gov.au***
- Only one application per community group or organisations will be considered per financial year.

Assessment Process

1. Council will allocate an amount in the annual Operational Plan for the purpose of providing financial donations.
2. Council will call for submissions from the community as part of the annual Operational Plan process. Submissions are to be made on Council's application form. Requests for over \$1,000 require at least two written quotes where considered appropriate by the General Manager.
3. Following adoption of the Operational Plan, Council will form a donations working party consisting of Councillors.

4. The working party will consider all submissions and recommend to the next ordinary meeting of Council a distribution of the available funds. It is not incumbent upon the working party or Council to donate any or all of the funds.
5. Following Council's determination successful and non-successful applicants will be advised and arrangements made to forward the donation.
6. Council will require certification and acquittal detailing the manner in which funds have been expended and a brief description of outcomes.
7. Any application received from organisations following the completion of this process will be advised of Council's Policy and invited to apply in the following year, subject to point eight.
8. Only where matters are considered by the General Manager and / or Mayor, or at least two Councillors, to be exceptional circumstances, will such requests be referred to Council for determination outside of this process and timeframe.

Compliance

1. Successful applicants must complete their project within 12 months of funding.
2. Applicants must have fully acquitted any previous grant provided by Council.
3. Council will not fund retrospective projects or activities.
4. If applicants are located in a Council owned or managed building, they must have legal tenure of the premises.

Certification and Acquittal of Donations

The acquittal process for donations shall be as follows:

Donations for capital projects

Donations for Capital Projects will be typically paid when the project is completed however, it is acknowledged that in some circumstances Council's donation will be paid prior to commencement. Recipients of capital based donations will be required to:

- Complete a Certification and Acquittal of Capital Assistance form:
 - describing how Council's donation has been expended
 - the total value of the project
 - the value of Council's donation and
 - the date the project was completed.
- The acquittal form will require two signatories to attest:
 - that Council funds have been expended for the purpose of the donation
 - the project has been completed to the recipient's satisfaction and
 - that no additional grant or gifted funds have been received that remove or reduce the need for Council's donation.
- Copies of expenditure receipts and photographs are to be attached to the certification form.

Donations for non-specific works or services

Donations for non-specific works or services such as operating expenses will be typically paid at the beginning of the financial year. Recipients will be required to:

- Complete a Certification and Acquittal of Community Donations form:
 - describing how Council's donation has been expended
 - the amounts expended on individual items
- The recipient will also be required to provide:
 - a membership roll of their organisation
 - a statement of activities conducted over the previous 12-months
 - a statement of activities proposed for the forthcoming 12-months.
- The acquittal form will require two signatories to attest:
 - that Council funds have been expended for the purpose of the donation
 - the project has been completed to the recipient's satisfaction and
 - that no additional grant or gifted funds have been received that remove or reduce the need for Council's donation.
- Copies of expenditure receipts are to be attached to the certification form.

3. BACKGROUND

Ballina Shire Council in accordance with Section 356 of the Local Government Act will annually allocate funds to provide financial assistance to community groups. This policy provides a framework to guide how Council will allocate and determine that assistance.

In accordance with Section 356 of the Local Government Act 1993 a Council resolution is required for each and every donation each year. This policy provides a framework for the donation but not the authority to donate.

4. SCOPE OF POLICY

The policy applies to:

- Council employees
- Councillors
- Community groups

5. RELATED DOCUMENTATION

Related documents, policies and legislation:

- Ballina Shire Council's Delivery Program, Operational Plan and Community Strategic Plan
 - Local Government Act 1993
 - Donations - Rates and Charges
 - Donations - Assistance with Council Fees for Community Groups
 - Donations - Australian Representation
 - Donations - Insurance for Environmental Volunteer Groups
 - Donations - Waste Disposal Fees for Not-For-Profit Groups
 - Donations - Community Sporting Groups Capital Works Assistance
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6. REVIEW

The Donations – Financial Assistance for Community Groups Policy is to be reviewed every four years.