

Guidelines - Community Donations

Description

Support community wellbeing outcomes identified as priorities in the Community Strategic Plan and Delivery Program, by providing financial assistance (including cash, goods, services and in-kind support) to deliver programs, services, and initiatives that address identified community needs and benefit the local community.

Criteria

- Must fit within the definition of a donation (as outlined above) and provide a wellbeing outcome for the community of Shellharbour that has been identified in the Community Strategic Plan and Delivery Plan.
- The applicant must be:
 - An incorporated not-for-profit organisation; or
 - An individual/community group auspiced by an incorporated not-for-profit organisation.
 - A community group
- Must not be used to supplement activities of national organisations
- Applicants may request up to \$2,000 per application. Requests exceeding \$2,000 may be considered on a case-by-case basis at Council's discretion.
- Funding is to be used for equipment, services or programs delivered wholly within the Shellharbour LGA and must not be used for general operational expenses.
- Applicants cannot be granted donations more than once per financial year.
- Applicants must have all necessary approvals in place for the proposed service or program.
- Applications must be submitted at least 3 months prior to the event or activity taking place; late or retrospective funding requests will not be considered.
- Applicants must provide completed acquittal documentation and proof of expenses (receipts) within 4 weeks of the delivered service or program.

- Organisations are required to provide current financial statements as part of their application. Applications will not be considered complete unless the required financial documentation is submitted.
- The application must be completed in full, including the submission of all requested documents and organisation bank account details. Incomplete applications may be deemed ineligible and may not be considered for funding.

Non-Eligible Requests

- Projects, activities or events that do not meet eligibility requirements
- Ongoing operational expenses (e.g. rent, uniforms, staff wages, printing, newsletter production, and similar costs)
- Individuals or organisations fundraising on behalf of others
- Commercial groups or organisations
- Professional sporting teams and individuals
- Recurring social functions or events run by not-for-profit groups
- Government organisations at local, state or federal levels
- Organisations receiving government funding that contributes to operational costs or the specific project (those funded for other programs may still be eligible)
- Educational organisations or associated groups (e.g. Parent and Citizens Associations)
- Payment of debt or insurance premiums
- Religious ceremonies
- Organisations or projects already supported by another Council funding or sponsorship program within the same financial year
- Applications that do not disclose other Council funding or support received or completed in full
- Political parties, individuals, or events of a political nature
- Activities that are not consistent with Council's objectives

Terms and Conditions:

Recipients of Council Financial Assistance must, as appropriate and applicable, acknowledge the following terms and conditions:

- The application must be completed in full, including the declaration, and submission of all requested documents. Incomplete applications may be deemed ineligible and may not be considered for funding.
- Appropriate Conduct – Agree to conduct themselves in a manner that upholds the reputation of Shellharbour City Council. Furthermore, recipients of Council financial assistance must not bring Council into disrepute by actions, inactions, in person, at public events, in the media and online.
- Requirement to notify if circumstances change – Recipients of Council donation/sponsorship must notify Council in the event of any significant changes to circumstances that may affect the use of donated funds or the fulfillment of sponsorship benefits. Such changes may include but are not limited to:
 - Changes in event, activity, project or program scope
 - Unforeseen circumstances affecting the use of funds
 - Financial challenges or constraints affecting the allocation of funds
 - Change of activity dates
 - Change of funding applicant point of contact
- Recipients will inform Council of any changes regarding their application circumstances via email, written correspondence or other appropriate means of communication.
- Requirement to acquit – As part of the commitment to transparency and accountability, Council requires recipients of Council Financial Assistance over \$500 to acquit their funds by providing a formal acknowledgement of the use of funds and the fulfillment of event or activity via the acquittal form and provision of receipts. All other recipients may be required to acquit funds on request. Applicants must provide completed acquittal documentation and proof of expenses (receipts) within 4 weeks of the delivered service or program.
- Applicants cannot be granted donations more than once per financial year.
- Use of Funds – Donation/sponsorship funds will be used for the purpose specified by the applicant in accordance with the application form.

- Cancellation/Refund Policy – Recipients may request cancellation of funds
- Amendment and Termination – Council reserves the right to amend or terminate these conditions at any time without prior notice. Any such changes will be communicated to recipients of a donation/sponsorship in writing.

For all successful sponsorship applications:

- Council recognition - Recognise Council as a donor in official promotion material, media and at official openings. For sponsorship greater than \$5,000, the Mayor is to be invited to Official Openings.
- Council logo - Display the “Shellharbour City Council” logo as agreed to in the terms and conditions of the agreement. The logo must be used in accordance with Council's Logo and Branding Style Guide and must not be edited or distorted in any way. The logo should only be produced from original files supplied by Council and any materials must be approved by Council's Marketing and Communications unit before production.