

DONATIONS POLICY

Donations Policy | Corporate & Community Services

Policy Purpose Statement

This policy outlines the requirements and criteria for Council to allocate financial assistance to eligible residents and organisations within the Singleton Council Local Government Area, whilst complying with S356 of the Local Government Act 1993 (the Act)

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Service Unit:	Finance		
Responsible Officer:	Manager Corporate & Community Services		
Responsible Director:	Director Corporate & Community Services		
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1 Background

1.1 Title of the Policy and Commencement Date

The Donations Policy takes effect from the date of adoption by Council.

1.2 Purpose of the Policy

Council is committed to building strong and resilient communities with the Singleton Local Government Area (LGA) and to maximising social wellbeing for all residents. Council acknowledges the contributions made by not-for-profit organisations in the LGA and where possible commits limited funds to help these organisations achieve their objectives in accordance with Section 356 of the *Local Government Act 1993*.

2 Objective

2.1 Objectives and Coverage of the Policy

The objectives of this policy are to:

- Establish a consistent, equitable and transparent response to requests for donations and waiving of fees
- Ensure that all conforming applications received, are given equitable consideration for donation funding
- Ensure that the funding of donations represent value for money to Council and the community
- Ensure that money provided by Council to community organisations is allocated in the most effective manner
- Provide accountability for Council expenditure

3 Application

3.1 Application of this Policy

The policy applies to residents of the Singleton LGA and not for profit organisations who are based and operate primarily within the LGA.

4 Definitions

For the purposes of this policy:

Term	Meaning
Donation	A donation is a contribution made by Council without consideration or conditions other than the donation must be used in accordance with Council's objectives and have a demonstrated benefit to the community. Council may make this donation as direct monetary contribution, reimbursement for the provision of Council services, facilities or equipment on



	behalf of Council, the waiving of fees, or as direct services for which no return benefits are expected.
Not for profit organisations	Not for profit describes a type of organisation that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organisation is reinvested in pursuing the organisation's objectives and keeping it running. Typically, not-for-profit organisations are charities, community groups or other types of public service organisations.

5 Principles/Body

5.1 Donation Program

Council has established a Donations Policy in order to provide community organisations and individuals within the Singleton LGA with the opportunity to apply for financial assistance. Applications are considered on merit, taking into account the eligibility criteria and available budget. The following sections provide details on Council's donations program.

5.2 Applications for Donations

All applications for donations must be received by Council 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 Singleton Council's contribution
- Indication of the alignment to Council's Community Strategic Plan

5.3 Donation Eligibility Criteria

Organisations and individuals are eligible for one grant per financial year.

Organisations must be not for profit.

Individuals or organisations applying for a donation must reside or be based principally within the Singleton LGA.

Projects that duplicate existing Council services or programs are not eligible for funding.

Projects that do not meet the identified priority needs of the Singleton LGA as set out in Council's Community Strategic Plan are not eligible for funding.

Political organisations are not eligible for funding.

Individuals or organisations seeking donations as part of general fund raising efforts are not eligible for funding.



5.4 Rating Donations

Council values the contribution that various community groups within the LGA make towards building our community. To assist the continued operation of these community groups, Council annually makes a contribution equivalent to 100% of the rates and water base charges to the Community Groups as listed below (once the rate assessment is paid in full) under the provisions of Section 356 of the *Local Government Act 1993*. The Community Groups subject to this donation include:

- Branxton Rodeo Committee Inc
- Broke School of Arts
- Bulga Community Centre
- Elderslie Community Hall Inc
- Glendonbrook Hall Inc
- Glennies Creek Hall Committee
- Hebden Community Hall Inc
- Mt Olive Community Centre
- Trustees Glendon School of Arts
- Trustees Mitchells Flat Hall
- Trustees Warkworth Hall
- Whittingham Public Hall Inc

5.5 Annual Donations

Any eligible organisation can apply for an ongoing annual donation. Applications for ongoing annual donations that meet the criteria outlined in this policy will be referred to Council for consideration. Council has committed to provide the organisations listed below with an annual donation based on their application. These donations are provided for in Council's annual budget:

- Combined Rural Halls Committee
- Family History Society Singleton Inc
- Historical Society
- Hunter Research Foundation
- Mayoral Relief Fund
- Northern Agricultural Association
- Singleton Art Prize
- Singleton High School
- Singleton Tidy Town Committee
- Singleton Town Band
- St Catherine's Catholic College
- Upper Hunter Eisteddfod



5.6 In-Kind Donations

Council may consider providing materials, equipment or human resources support to community organisations. Any such in-kind donation would need to take into account the impact on the essential work of the Council through consultation with the relevant Director, before being committed.

5.7 Fee Reduction or Waiver

Council may reduce or waive fees where the applicant is a not for profit organisation and the fee is for a service that will enable the provision of 'building community' type services to the Singleton community.

All requests to reduce or waive fees must be in writing, must link to Council's Community Strategic Plan and be addressed to the General Manager. All requests will be referred to Council for a decision.

Council will not consider applications to waive fees for;

- any activity or event which contravenes Council's existing policies
- the bond associated with the use of Council facilities
- retrospective applications, including refunds

5.8 Acknowledgement of Council's Contribution

Where feasible, donation recipients are requested to give public recognition and acknowledgement of Council's financial assistance on any related printed or digital promotional material.

5.9 Conflicts of Interest

Council staff or Councillors assessing and determining applications for donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct.

5.10 Assessment Procedure

The General Manager (or designated delegate) will complete the initial assessment against the eligibility criteria, funding objectives and available budget.

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.

6 Relevant Legislation

Section 356 of the Local Government Act 1993

7 Responsible Officer / Policy Owner

Ownership of this policy rests with the Manager Corporate & Community Services



8 Responsibilities

Parties or Persons	Responsibilities
Council/Councillors	To make consistent and equitable decisions in regard to any application made for a donation under this policy
General Manager	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this policy
Directors	To ensure that this policy is adhered to
Council Staff	To comply with this policy when receiving requests for donations

9 Approval

As per cover sheet.

10 Monitoring

This policy will be monitored by the Manager Corporate & Community Services to ensure compliance.

11 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.

12 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

13 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.

