



YOUNG SHIRE COUNCIL

# **CONTRIBUTIONS & DONATIONS POLICY**

**NO 5**

**DATE ADOPTED: 21/8/13**

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## **1 OBJECTIVE**

In developing this Policy, Council seeks to create an equitable and accountable means of providing assistance in either financial and/or "in kind" form to recipients considered appropriate.

Council acknowledges the provisions of Section 356 of the Local Government Act 1993, and nothing within this Policy shall be considered as being at odds with Section 356 or any other Policy of Council.

## **2 TARGET**

All community organisations so recognised by Council.

Criteria for recognition shall be contained within this Policy however, Council reserves the right to modify criteria or assess eligibility on special needs.

## **3 MECHANISM-**

3.1 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 application for assistance:

3.1.1 The organisation shall be clearly identified as being a "Not for Profit" organisation;

3.1.2 The organisation shall have a legal entity;

3.1.3 The organisation shall be able to provide financial accountability;

3.1.4 The organisation shall be providing a community benefit for residents of Young Shire;

3.1.5 The organisation may be providing a cultural benefit to residents of Young Shire;

3.1.6 The organisation presents Council with an application for assistance;

3.1.7 The extent of local support/financial status; and

3.1.8 Duplication or existing Council support for a similar cause.

In relation to Item 1.1.6 - All applications shall be in the prescribed form and must be completed to the satisfaction of the nominated Council Officer.

3.2 All applications for assistance must be received at Council's offices not later than 4.30pm on the first Friday of March.

Applications submitted after this time may be excluded from consideration due to funding limitations and/or budgetary considerations. Late applications cannot be held over but may be re-lodged in the following financial year.

- 3.3 All contributions approved by Council will be paid during the financial year commencing 1st July.
- 3.4 Contributions shall be categorised in one of the following categories:
  - 3.4.1 Community/Charity (Local);
  - 3.4.2 Charity (Region/Branch);
  - 3.4.3 Sporting;
  - 3.4.4 Cultural; and
  - 3.4.5 Special Need – Nature of Need to be qualified.
- 3.5 All applications shall be in the prescribed form and must be completed to the satisfaction of the nominated Council officer.
  - 3.5.1 All applications are subject to acceptance and may be returned subject to:
    - 3.5.2 Completeness of application;
    - 3.5.3 Accuracy of information supplied; and
    - 3.5.4 Duplication of request.

Applications will be reviewed and considered by the Section 356 Review Committee during March of each year.
- 3.6 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.
- 3.7 If requested by Council, recipient organisations will be required to acquit the funds.
- 3.8 Failure to provide satisfactory acquittal evidence may disqualify the organisation for future allocations of funds.

#### **4 FINANCIAL**

- 4.1 Council may determine gross funding amounts for Section 356 expenditures each year through its Estimates of Income and Expenditure.

Council may use such funding formulae as is appropriate to determine the gross allocation for Section 356 purpose, but generally Council may look to providing funding at an amount approximately \$4.00 per rateable assessment, rounded to the nearest \$1,000.
- 4.2 Council may cap individual contribution levels to an amount not exceeding \$0.40 per rate assessment per application/organisation, rounded to the nearest \$50.00.
- 4.3 Council's minimum contribution value shall be \$150.00, or \$0.02 per rate assessment rounded to the nearest \$50.00.

## **5 PROBITY**

- 5.1 The canvassing of Councillors in promotion of any application may result in disqualification of the application.
- 5.2 Council will disclose a full list of organisations receiving assistance upon request.
- 5.3 Applicants are afforded the opportunity to provide any additional information/material supporting their application and to discuss the application with the nominated Council officer both prior to consideration and subsequent to determination by Council.

## **6 NO GUARANTEE**

- 6.1 Acceptance of an application and recommendation for assistance is not a guarantee of financial assistance or assistance in kind.
- 6.2 This Policy shall not be prejudiced by any decision of Council to render or refuse assistance.

## **7 EXCEPTION**

Nothing within this Policy shall limit or preclude personal donations by individual Councillors or workers of Council to any cause.

**Date Adopted: 18/09/96**  
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**Date Reviewed: 21/8/13**

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