

### Community Donations, Grants and Sponsorships

POLICY NUMBER: CHRC0022  
EFFECTIVE DATE: 27 July 2016

DEPARTMENT: Communities  
UNIT: Community and Customer Services

#### 1.0 Purpose and Scope

The purpose of the Council's Community Grants Policy is to provide financial assistance to local community groups and organisations that make positive contributions to the quality of life in the local government area.

The policy covers all community donations, grants and sponsorships in relation to Council support for community groups and organisations. The policy also covers any budget allocations made in relation to discretionary funds.

#### 2.0 Reference

Local Government Regulation 2012

#### 3.0 Definitions

**Council** means Central Highlands Regional Council

**Donation** means a one off or reoccurring contribution, can be financial or in-kind support. The contribution is not subject to a delivery of a direct benefit for Council or community in exchange for the donation.

**Grant** means a one off or reoccurring contribution where the recipient is required to undertake some kind of deliverable that will benefit the community.

**Sponsorship** means a one off or reoccurring contribution, can be financial or in-kind support. Council expects negotiated benefits such as positive recognition in exchange.

#### 4.0 Policy Statement

Council will provide donations, grants and sponsorships that assist in meeting the Corporate and Operational Plan objectives and deliverables. This includes building and strengthening, increased sharing and participation and the general well-being of the community and will therefore be in the public interest.

The main areas to be targeted by this policy are:

- Developing the capacity and sustainability of organisations or innovative programs to meet the needs of members and the community. Examples of programs in this area are but not limited to training programs for club committees, volunteer programs and initiatives to gain new members or sponsors.
- Support the acquisition or upgrading of facilities and equipment (excluding personal-use items). Examples of programs in this area are but not limited to storage sheds, extra lighting, upgraded amenities and shade.
- Providing donations towards services that deliver improved community services to the Council area or region.

- Providing sponsorships to events and activities that provide opportunities for community participation and sharing.

#### **4.1 Mayor's Discretionary Fund**

The Council will make an annual budget allocation to the Mayor's Discretionary Fund in relation to community donations, grants and sponsorships. That fund must be administered in accordance with the legislated requirements, this policy and any related procedure.

#### **4.2 Types of Applications**

The program will cover:

Donation, Grants or Sponsorships to Community, Sport and Recreation Groups and Organisations.

#### **4.3 Program Limits**

The following limits are applied per application:

Donation, Grants, Sponsorships	\$5000.00
Mayor's Discretionary Fund	\$ 500.00

#### **4.4 Assessment Criteria**

##### **4.4.1 Donations, Grants and Sponsorships Criteria**

The application must:

- contribute to the target as set out in this policy; and
- directly support a demonstrated need within the community;
- provide a direct or indirect benefit for residents in the community;

The applicant must:

- demonstrate the ability to meet current financial obligations and include quotes, budget and financial statements;
- demonstrate that attempts have been made to raise funds from other sources; and
- must make at least a 10% monetary or in-kind contribution towards the cost.

The following criteria may exclude an application:

- Where the organisation owes a debt to Council or has not adequately acquitted previous funding.

The following criteria will exclude an application:

- Where the organisation has access to funds generated internally from permanently licensed premises or onsite gaming machines; or
- where an organisation is of a political nature.

#### **4.4.2 Mayor's Discretionary Fund Criteria**

The application must:

- contribute to the target as set out in this policy;
- directly support a demonstrated need within the community;
- provide a direct or indirect benefit for residents in the community; and
- demonstrate that attempts have been made to raise funds from other sources.

Weighting may be set for each of the criteria in respect to contribution to delivering the Corporate and Operational Plan objectives.

#### **Implementation Procedure**

Council will apply this policy through an implementation procedure which will provide set out the:

- Committee assessment process
- Timing of funding rounds
- Eligibility requirements
- Reporting requirements
- Time frames for the deliverable required under any approved applications.

### **5.0 Policy Review**

All policies will be reviewed annually or when any of the following occur:

- Relevant legislation, regulations, standards and policies are amended or replaced; and
- Other circumstances as determined from time to time by the Chief Executive Officer/Executive Leadership Team/Managers.