

 Central Highlands Regional Council	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Community Support Program Policy – Donations, Sponsorships and Fee Waivers (Policy to be in effect from 1 July 2023)	POLICY REF NO CHRCP: 0078

1.0 Policy Purpose

- 1.1 The purpose of this policy is to establish a consistent, equitable and transparent response to requests for donations, fee waivers and sponsorships (community support), and to provide clear parameters for decision-making to ensure that cash or in-kind contributions provided by council to community organisations is allocated in the most effective manner.
- 1.2 The policy further provides conditions for the acceptance of donations to council from Community Organisations.

2.0 Policy Statement

- 2.1 Council acknowledges the contributions made by community organisations in the local government area and where possible commits limited funds to help these organisations achieve their objectives. Council will ensure all decisions to either accept or decline offers of donations are made consistently within the core guidelines and values of Council.
- 2.2 Council is responsible for delivering a range of services to the residents and ratepayers of Central Highlands. Council also supports organisations and entities to deliver events, programs and services which provide identified economic, social and cultural, or environmental benefits to the Central Highlands region.

3.0 Donations Program

- 3.1 Council has established a Donations Program in order provide community organisations with the opportunity to apply for financial assistance. Applications are considered on merit, taking into account the eligibility criteria and available funds. The following sections provide details on council’s donations program. The donations program will be administered and reported quarterly by Communities Department to an annually agreed budget amount.

For cash donations over \$500 see sponsorship – Category 6.

3.2 Category 1 – School/College Bursaries and Awards (Maximum Bursary, \$200/institution)

- 3.2.1 Intent: To assist to fund bursaries and/or awards conferred upon students enrolled at educational institutions in the Central Highlands region.
- 3.2.2 This category does not require an application and each school (primary and secondary schools separately), or college will receive funding automatically upon approval of the annual budget.

3.3 Category 2 – Performing Arts (generally funding limit - \$500/annum/group)

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3.3.1 Intent: To provide funding assistance to those local organisations that coordinate events that aggregate the efforts of performing arts groups.

3.3.2 Additional Selection Criteria: Applicants must be engaged in:

- Staging a cooperative/aggregated program involving local performing arts groups; and/or
- Offer a public concert showcasing the performers as part of the event.

3.4 Category 3 – Small Communities Donations (Maximum \$500/annum/community)

3.4.1 Intent: To provide funding assistance to small communities who may wish to hold their own events of national or state significance, and where council is not hosting an event for the same reason in the same community e.g. Australia Day, Anzac Day.

3.5 Category 4 – Sporting Groups and Community Organisations (Maximum \$500/annum/group)

3.5.1 Intent: To provide funding assistance to sporting groups and community organisations that are staging a cooperative/aggregated program involving local groups.

3.6 Category 5 – State Based Organisations (Maximum \$10,000/annum/group)

3.6.1 Intent: To provide funding assistance to State Based Organisations.

(e.g. Rural Flying Doctors Service) who provide services within the region. Council will decide annually which organisations they will support.

3.7 Category 6 – General Community Grant up to \$1,000 (per application)

3.7.1 Intent: To donate or grant funds to community groups for purposes other than those described elsewhere in this policy within budgetary limits.

3.7.2 Eligibility and Selection Criteria:

- 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.

4.0 Administration of Donations

4.1 Council officers are authorised to determine the administrative process and assess applications for funding valued at under \$501.

4.2 Applications for donations must be made in writing and can be made at any time throughout the year.

4.3 The CEO or delegated officer (General Manager Communities) can approve or not approve a Donation Application of under \$501 in accordance with the prescribed category and assessment criteria.

4.4 Donations above the amount of \$501 will be treated as cash Sponsorships.

5.0 Receipt of Donations by Council

5.1 A member of the public, community group or organisation may make a donation to Council by making contact with the Chief Executive Officer.

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- 5.2 Depending on their suitability, donations can be considered to be donated to specific areas within council.
- 5.3 If the donation has been accepted and acknowledged by Council, it is at the discretion of council as to how the donation is managed, unless it has been donated for a specific purpose.
- 5.4 Council appreciates all donations, however council does have the discretion to refuse a donation if the donation is inconsistent with council's values or operational objectives.
- 5.5 The Chief Executive Officer has authority to approve the receipt or decline of the donation.
- 5.6 Donations outside the scope of this policy include
 - 5.6.1 Other forms of assistance that may be better defined as tied or untied grants, cash or in-kind support as part of a sponsorship or partnership arrangement, or other agreement in which benefits are exchanged between the parties as part of the agreement for the assistance. Such assistance and agreed exchange of benefits is usually arranged through a negotiated contractual agreement.
 - 5.6.2 Donations to council's library collection (covered by the Library Collection Development Policy CHRCP0059).
 - 5.6.3 Donations to council's art collection (covered by the Art Collection Policy CHRCP0073).

6.0 Sponsorship and Fee Waivers

- 6.1 Corporate sponsorship may be provided on an individual or recurring basis as outlined in the Grants Policy CHRCP0062.

7.0 Community Support Recipient Eligibility Criteria

- 7.1 All organisations and entities are required to meet the following conditions:
 - 7.1.1 have acquitted any previous council grants and sponsorships satisfactorily;
 - 7.1.2 be free of debt with council;
 - 7.1.3 applicants must not have access to funds generated internally from permanently licenced premises or onsite gaming machines;
 - 7.1.4 political parties are ineligible for support;
 - 7.1.5 charitable organisations must be a registered charity and provide benefits to residents of the Central Highlands;
 - 7.1.6 requests for support must be made in writing to Council;
 - 7.1.7 not have received Community Support within the previous twelve months;
 - 7.1.8 tenured organisations may not apply for Community Support for costs payable under the tenure agreement e.g. waste removal, electricity charges.
- 7.2 Eligible organisations and entities for Donations are required to meet the further following conditions:
 - 7.2.1 meet eligibility criteria set out in Section 3.0 of this policy and any supporting guidelines
- 7.3 Eligible organisations and entities for Sponsorships and Fee Waivers are required to meet the further following conditions:
 - 7.3.1 have a valid public liability certificate of currency and ensure that risks are assessed and managed.

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- 7.3.2 meet the eligibility criteria set out in Section 7,8 or 9 of this policy and in any supporting guidelines.
- 7.3.3 be registered as a not-for-profit organisation with either Office of Fair Trading (Queensland) or Australian Securities and Investment Commission (Australia).
- 7.3.4 applicants must provide immediately two previous audited financial statements or if two previous audits have not been conducted, a bank statement or business case for the event or program must be provided to assess the application.
- 7.3.5 have a signed Tenure Agreement if one has been offered in excess of six months from the application date. This Criterion is applicable if you are operating from council land/building.

7.4 Groups, teams and individuals are not eligible for Community Support.

8.0 Community Support Assessment Process

8.1 The following principles will be applied when determining donations, sponsorship or fees and charges waivers eligibility and amounts.

8.2 Council's assessment of donations, sponsorships or fees and charges waivers requests will adhere to the following key assessment processes:

- 8.2.1 assessment against recipient eligibility;
- 8.2.2 assessment against assessment principles;
- 8.2.3 assessment against any supporting guidelines for a specific category;
- 8.2.4 sponsored activities must provide an economic, social, culture or environmental benefit to the Central Highlands region and its community;
- 8.2.5 sponsored activities must align with Council's Corporate Plan, Policies and Strategies.
- 8.2.6 sponsored activities must not harm or diminish the name or reputation of Council or bring Council's name into disrepute, scandal or ridicule.
- 8.2.7 sponsored activities must only be awarded to organisations or entities that meet the sponsorship recipient eligibility criteria set out in this policy and in any supporting guidelines;
- 8.2.8 council has the right to consider additional assessment principles when considering sponsorship requests and the granting of sponsorship is at the sole discretion of Council.

9.0 Approval of Community Support

9.1 All requests will be assessed and approved by relevant council areas within program budgets, under current levels of financial delegation up to \$10,000, or through any alternative approval processes identified by supporting guidelines for a specific sponsorship category.

9.2 All requests above \$3,001 cash and or \$10,000 combined cash and in-kind support must be brought before council for consideration.

10.0 Community Support Agreement (Over \$500)

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10.1 The community support recipient may be required to enter into a formal agreement with Council. Such agreements may specific conditions, such as:

- 10.1.1 approval requirements and responsibilities;
- 10.1.2 sponsorship payment terms and acquittal requirements;
- 10.1.3 provision of complimentary tickets;
- 10.1.4 acknowledgement of council's sponsorship in marketing and promotion activities;
- 10.1.5 reporting requirements for a project's outcomes;
- 10.1.6 approval requirements for variation to sponsorship terms;
- 10.1.7 provision of documentation such as public liability certificate of currency;
- 10.1.8 other specific requirements as requested by council (force majeure / frustration / dispute resolution).

11.0 Unacquitted Support

11.1 In the circumstances that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a Sponsorship Agreement, the following actions will be considered:

- 11.1.1 council will issue an Outcome Report to be completed and returned by the sponsorship recipient no more than four (4) weeks after the conclusion of the project.
- 11.1.2 if the sponsorship remains unacquitted the sponsorship recipient will be made ineligible
 - to apply for any future council financial or in-kind support programs for a period of at least three years.
- 11.1.3 at the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

12.0 Conflicts of Interest

12.1 To ensure an accountable and transparent assessment process is maintained, councillors and council officers assessing sponsorship requests are required to declare any perceived or potential conflict of interest prior to the assessment process commencing. This may include personal connections with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the specific application.

13.0 Implementation Procedure

13.1 Council will apply this policy through an implementation procedure that will provide for the:

- 13.1.1 eligibility requirements
- 13.1.2 reporting requirements
- 13.1.3 time frames for the deliverable required under any approved applications.

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14.0 Quarterly Reporting

14.1 A quarterly report of disbursement of community support will be provided to Councillors by the relevant program Managers.

15.0 Definitions

To assist in interpretation, the following definitions apply:

Community Organisation	means a not-for-profit group that is based within or provides services within the Central Highlands Regional Council area.
Community Support	means either a donation, sponsorship or fee waiver.
Donation	means a one off or reoccurring cash contribution of up to \$500. The contribution is not subject to a delivery of a direct benefit for Council or community in exchange for the donation, however it must meet one of categories 1-5.
Event or Program	means a planned and organised occasion or activity, which assembles the public for the purpose of celebration, education, marketing or reunion.
Financial Contribution	means funds, generally transferred by Electronic Payment or Cheque Payment.
In-Kind Donations	means providing material, services, equipment, traffic management, plant hire or human resources that are within the scope of council operations. 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 General Manager, before being committed.
Sponsorship	means a one off or reoccurring contribution which can be any combination of community support up to a limit of \$3,000 cash and \$7,000 in-kind for a combined contribution of \$10,000 which meets the conditions of categories 6-7. Council expects negotiated benefits such as positive recognition in exchange.

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Strategic Link	<i>Income Tax Assessment Act 1997</i> (Cth) section 4 of the <i>Local Government Act 2009</i> (Qld) section 195, schedule 8 of the <i>Local Government Regulation 2012</i>
Category	Grants and Funding
Lead Business Unit	Communities Department
Public Consultation	No
Adoption Date	14 December 2022
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Document Number	1748827
Record Keeping	Council Website, the Vine, ECM
Related Documents	Community Sponsorship Policy (CHRCP: 0061) Grants Policy (CHRP: 0062) Specific Guidelines for each area

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