



Title	Donations Procedure
Category	Administrative Procedure
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Owner	People, Culture and Governance
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Endorsed by	ELT on 13/7/18 item 4.4.5
Approved by	<Insert person or group that approved the policy>
Effective date	<Insert effective date>
Due date for review	March 2019 4 yearly thereafter
Keywords	Book awards, prizes, scholarships, reduced rates, fees and charges, in-kind

Disclaimer

Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on policy@snowyvalleys.nsw.gov.au for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.**

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.

1 PURPOSE

To identify how Snowy Valleys Council (SVC or Council) will process an *Application for Donation*, from either an individual, community group or organisation in the Snowy Valleys Council Local Government Area (LGA)

2 SCOPE AND APPLICATION

This procedure applies to members of the community applying for donations from Council, either monetary or in-kind donations. It outlines the procedure for applying for donations.

This procedure applies to all applications of donations, both monetary and in-kind. Council officials must comply with this procedure and ensure consistent, equitable and transparent decisions are made regarding community resources.

This procedure does not cover donations for festivals or events. Please see *Event Sponsorship Policy* for all support regarding festivals and events.

3 DEFINITIONS

Council Officials:	councillors, administrators, members of staff, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council.
Donation:	money or other item provided to an individual or organisation
Monetary:	relating to giving money
Scholarship:	money provided to a student to assist with further study
In-Kind:	paid or given in goods, or services instead of money:

4 CONTENT

Council recognises and values the strengths of the Snowy Valleys community, including the strong sense of belonging demonstrated through participation in a range of community and cultural activities. Council aims to draw on these strengths and provide support to assist them to continue to grow. Council acknowledges the important role of community organisations in developing projects, coordinating and managing funded activities which further develop these strengths in the community.

Council provides donations to many organisations and individuals each year. Some donations are provided on a case-by-case basis while other donations are provided on an annual basis. Council will consider which organisations and individuals are eligible for donations. Council will set aside an amount each year in its budget for the provision of donations. The Director of Internal Services will monitor allocations against requests to ensure that the budget allocation is not exceeded without the further approval of Council.

4.1 CRITERIA

While the following will form the basis of each assessment, the individual or group and activities will not necessarily have to meet all criteria to be successful:

- Purpose of the donation
- Any previous donations made to applicant and the reason for the request
- Annual Council budget allowance and availability
- Amount requested
- Applicants access to alternative sources of funding
- Any documentation relevant to the request

- Demonstrate a considerable benefit to the community
- Demonstrate coordination with other groups in the community
- Show evidence of community support
- Address local issues by attempting to meet a community need or short coming; and

Previously successful applicants should not assume funding will always be granted

4.2 AMOUNTS

Applications for donations will be considered on an individual basis, assessed by Executive Assistants and recommendations provided to Director of Internal Services. Approval will be at the discretion of:

Once off requests of up to \$500	Director of Internal Services
Once off requests above \$500	drafted for monthly council meeting
Annual donations	drafted for monthly council meeting

4.3 MONETARY DONATIONS

Monetary donations are intended to assist individuals, groups and organisations in the Snowy Valleys community.

Eligibility

Applications will be accepted from individuals, not-for-profit community groups or organisations working or residing within the Snowy Valleys LGA. The application must display direct benefit to the residents of Snowy Valleys LGA.

Annual book prize - Schools

Primary and Secondary schools in the Snowy Valleys LGA are eligible for a monetary donation in the form of an annual book prize to one student at each school who is nominated by their school and the prize awarded at the end of each school year. Please contact Community Development for further information.

- Primary Schools - \$50 book prize
- High Schools - \$75 book prize

4.4 IN-KIND DONATIONS

Under Section 610E of the Act,

A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.

Category – For Community Benefit

To be eligible for funding, an organisation must:

- Be not-for-profit;
- Be an incorporated body or be auspiced (sponsored) by an incorporated body;
- Offer a project in the Snowy Valleys LGA
- For the benefit of Snowy Valleys community
- Have no outstanding debts to Council
- Demonstrate the ability to manage and deliver community or cultural services and not become solely dependent on ongoing donations from Council.

In-Kind applications that do not meet the above criteria will need to go to council meeting for determination.

4.5 FORMAL WRITTEN APPLICATION

Any new applications for donations will be considered after formal written application is received.

An application for donation needs to include:

- An *Application for Donation Form*
- An accompanying letter
- Any other relevant documents including quotes etc.

The accompanying letter, on appropriate letter head, needs to be included in your application and needs to state:

- Purpose of the donation or financial assistance requested
- Benefit to the residents of SVC

The application must be lodged in one of the three following ways:

- In Person Tumbarumba Office: Bridge Street, Tumbarumba
 Tumut Office: 76 Capper St, Tumut
- Via Post Tumbarumba Office: PO Box 61, Tumbarumba, NSW 2653
 Tumut Office: 76 Capper St, Tumut, NSW 2720
- Via Email info@svc.nsw.gov.au

4.6 PROCESS

The following process applies to all Applications for Donation:

Application

- The completed application will be addressed to the General Manager and lodged via the 3 methods above.
- Records Department register the application and task assign to Director of Internal Services

Assessment

- Executive Assistant will ensure applications include all required information, then assess application based on criteria and provide recommendation to the Director of Internal Services.

Once Off Donations

- Applications up to \$500 are at the discretion of Director of Internal Service
- Applications above \$500, a report will be drafted for the monthly council meeting for approval.

Annual Donations

- a report will be drafted for the monthly council meeting for approval.

All other applicants that do not meet the given eligibility, but still have an appropriate case, will need to go to council meeting for determination.

Notification

- If approved, formal written approval (including resolution if applicable) will be provided to the individual or organisation.

- If denied, formal written notification will be given to the individual or organisation with explanation.

Reporting

- All approvals for donations will need to be reported to the Finance Department
- Executive Assistant will need to be notified and approvals documented.

5 RESPONSIBILITIES /ACCOUNTABILITIES

Councillors Officials:	Must comply with this policy and ensure consistent and transparent decisions are made
Community Development:	Responsible for the administering of the monetary donations to the schools for annual book prizes
Director of Internal Services:	Requests up to \$500 are at discretion of Director of Internal Services To ensure a report is drafted for next monthly council meeting Ensure budget is not exceeded without further approval from Council
Executive Assistant:	Ensure applications include all required information. Assess application based on criteria and provide recommendation Maintaining approvals documentation
Records Department:	Will lodge all applications and task assign to Director of Internal Services

6 RELEVANT LEGISLATION

Local Government Act Section 610

7 RELATED POLICIES/DOCUMENTS

Donations Policy SVC-COR-PO-034
Event Sponsorship Policy SVC-ComDev-PO-038-01

8 RELATED FORMS

Application for Donation Form SVC-FIN-F-016

9 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Donations, Rates and Water Assistance Policy FIN.04, V1.5 (Former Tumut Shire Council)
Donations and Financial Assistance Policy TSC-COR-PO-090-03 (Former Tumbarumba Shire Council)
Donations and Financial Assistance Procedure TSC-COR-PR-066 (Former Tumbarumba Shire Council)

10 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
05.07.2018	1	New		

11 CONTACT OFFICER

Position: Co-ordinator People, Culture and Governance

Section: People Culture & Governance