



Application for Donation Form

Applicant Name:			Date:	
Organisation:				
Organisation ABN:				
Postal Address:				
Email Address:				
Phone:				
Details of Donation	Monetary <input type="checkbox"/>		Value-In-Kind <input type="checkbox"/>	
Amount requested	\$			
Purpose of the donation or financial assistance				
Benefit to Snowy Valleys Council residents				
Details for Payment				
Account Name				
BSB		Acc. No.		
Bank		Branch		
Checklist				
Have you read Council's Donation Procedure?			<input type="checkbox"/>	
Is the form completed?			<input type="checkbox"/>	
Have you attached your letter?			<input type="checkbox"/>	
Have you attached any other relevant documentation? Eg. Quotes, insurance documentation etc			<input type="checkbox"/>	



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

MONETARY DONATIONS

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

IN-KIND DONATIONS

Each year Council contributes in-kind donations to *community organisations* for the benefit of the community. In-kind donations can include reductions in;

- Rates
- Councils *Fees and Charges*
- Service via Infrastructure Works Division(IWD)

LODGEMENT

The completed application must be addressed to the General Manager and 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

APPROVALS

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

Previously successful applicants should not assume funding will always be granted