

Financial Assistance and Donations Policy

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1. Purpose

This policy has been developed to provide transparency, consistency and equity when responding to all formal requests for donations to Council, as either requests for cash or "in-kind" support from organisations and individuals.

2. Background

Council regularly receives requests for donations from local organisations, individuals, and entities and places a high-value on the various cultural, community and sporting initiatives, and festivals and the contribution made by not-for-profit organisations to our community.

Council regularly assists these organisations financially by committing funding in the annual budget for this purpose.

Financial assistance can be provided by resolution under s.356 of the Local Government Act 1993 (LGA) but Council can also delegate its powers to approve financial assistance to the General Manager or another person under s. 377 of the LGA where:

- (a) the financial assistance is part of a specific program, and
- (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
- (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

No public notice is required for financial assistance provided that the above criteria is met, or if the financial assistance is part of a program of graffiti removal work, however the LGA requires 28 days public notice to be provided before any assistance can be granted for private gain s.356(2)

3. Scope

Under this policy, recipients may include not-for-profit individuals and organisations as well as those who act for private gain.

The approval and reporting process is determined by the status of the recipient.

The types of financial assistance may change from time to time, however to be eligible for inclusion in this policy a Financial Assistance Program must meet all of the following criteria:

- The program must contribute to and align with the goals and strategies outlined in the Community Strategic Plan for the year in which the financial assistance is proposed to be given;
- The program applies uniformly to all persons within the Federation LGA or to a significant group of persons within the area.

Specific Financial Assistance Programs covered by this policy but not limited to:

- Event sponsorship
- Community Grants Program

- Pensioner rebates
- Schools sponsorship

4. Policy Statement

The existing process by which Federation Council contributes assistance to the community includes Councils Community Grants Program, Schools sponsorship program and Events sponsorship. Council also provides for a reduction in rates and water/sewerage charges under the Pensioner Concession rebate application process.

This policy outlines the process for handling all formal requests for donations to Council, as either requests for cash or "in-kind" support from organisations and individuals, in an equitable, consistent and transparent manner.

4.1 Provision of financial assistance to not-for-profit recipients

Financial Assistance may be provided to not-for-profit recipients through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy. The usual Council meeting notification requirements will apply, unless a resolution of Council moves it as an urgent issue.

Methods of submitting a proposal to provide financial assistance for Council approval include:

- The primary method is through the grant application process (Community grants and event grant program)
- Report to Council;
- Inclusion in the adopted Delivery Program and Annual Plan or by way of a specific project with details of recipient and amount;
- Via the Quarterly Review (of the Annual Plan) or the Six-monthly Progress Report (of the Delivery Program) by way of a specific project added throughout the year with details of recipient and amount.

In the interests of openness and transparency in Council decision making, all submissions must include details of recipient and amount proposed.

4.2 Provision of financial assistance to recipients who act for private gain

Financial assistance may be provided to recipients who act for private gain through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy.

There are special public notice requirements when proposing to provide financial assistance to a recipient who acts for private gain.

A recipient who acts for private gain must not receive benefits until at least 28 days' public notice of Council's intention to consider the matter has been given. Public notice is required prior to Council's consideration of the matter.

However, public notice is not required under two circumstances:

a) The financial assistance is part of a specific program, the details of which have been included in Council's Annual Plan for the year in which the financial assistance is proposed to be given; and

- where the program's proposed budget for that year does not exceed 5% of Council's proposed income from ordinary rates levied for that year; and

- where the program applies uniformly to all persons within the Federation LGA or to a significant group of persons within the area;

OR

b) The financial assistance is part of a program of graffiti removal work.

Regardless of whether public notice is required, where Council approval is being sought the usual Council meeting notification requirements will apply.

4.3 Financial Assistance – General Procedure

All financial assistance that is not part of a Financial Assistance Program detailed in this policy must be approved by Council.

- Requests for financial assistance are to be assessed by the relevant Council Officer (the Sponsor) to determine whether the request will be submitted to Council.
- The Sponsor is to prepare and submit a report to Council for consideration. Details of recipient and amount must be included in the report.
- Once a decision has been made by Council, the Sponsor is to advise the applicant in writing of Council's decision.
- Upon approval the Sponsor is to arrange for the appropriate cheque to be drawn and forwarded to the applicant.

5. Categories for Funding and Assistance

5.1 Grants and Awards

Council has a range of grant programs and awards to support groups to implement community projects and celebrate their achievements. Further details can be found on councils website.

<https://www.federationcouncil.nsw.gov.au/Community/Grants-Awards>

5.2 Community Grants Program

Councils Community Grants Program is designed to empower groups to develop ideas, projects and events that contribute to the vibrancy and well-being of the community.

Two rounds are facilitated each year, with a total amount of \$55,000 available to fund initiatives that:

- Promote a sense of community identity and pride.
- Stimulate economic growth within the community.
- Encourage wide participation in events and community projects.
- Promote Federation Council as a vibrant and diverse place to live and visit.
- Encourage and stimulate the growth of effective community development and cultural programs within Federation Council.
- Foster community partnerships.

More information on the Community Grants Program can be found on councils website.

[file:///C:/Downloads/Federation-Council-Community-Grants-Program-Guidelines%20\(1\).pdf](file:///C:/Downloads/Federation-Council-Community-Grants-Program-Guidelines%20(1).pdf)

5.3 Event Sponsorship Program

Councils event sponsorship program operates all year and supports events that can demonstrate a positive economic impact. Proposals seeking sponsorship can be submitted at any time and will be assessed against a set criterion to determine the level of benefit generated from the event for the community.

More information on the Event Sponsorship Program can be found on councils website.

<https://www.federationcouncil.nsw.gov.au/Community/Grants-Awards/Community-Grants-Program>

5.4 Club Grants

Council is convenor of the Local Committee for the ClubGRANTS scheme, which provides grants to not-for-profit community groups from local gaming machine profits through an annual program. These are announced on Councils website when opening.

<https://www.federationcouncil.nsw.gov.au/Community/Grants-Awards/Club-Grants>

5.5 Free or Discounted Use of Council Facilities

The purpose of this program is to provide free or discounted use of Council facilities to support such activities.

More information on the Free or Discounted Use of Council Facilities Program can be found on councils website.

<https://www.federationcouncil.nsw.gov.au/Community/Grants-Awards/Free-or-discounted-use-of-Council-facilities>

5.6 Schools Sponsorship

Council resolved to include in it's budget an annual allocation of \$100 for each school (13) within the Federation Council LGA. The purpose of the sponsorship is to allow each of the schools to provide an annual award as determined by the school with consideration towards the criteria Council has developed for the award which is based around community spirit and integrity.

5.7 Pensioner Rebates

If you have a pensioner concession card you may be eligible for a rebate on your rates. To be eligible the rateable property must be your principal place of residence reflected on your pension card. If you think you may be eligible for the rebate and it is not shown on your rate notice please make inquiries by phoning our customer service centre on (02) 6033 8999.

All pensioner rebate applications will undergo confirmation by Centrelink.

More information on the Pensioner Rebates and an application form can be found on council's website.

<https://www.federationcouncil.nsw.gov.au/Living-Here/Rates/Pensioner-Discounts>

Download a Fact Sheet from the NSW Office of Local Government [here](#).

5.8 Refund of Development Consent and other Application Fees

At the time of making applications, a number of fees are paid to Council. A portion of the fees is collected on behalf of other authorities and set by State Government legislation, which includes the Long Service Levy.

If someone is seeking a refund of the DA fees (excluding the Long Service Leave Levy which cannot be refunded), this request must be made via the completion of a Community Grants Application form as set out in the table below. Council may approve a refund equivalent only to the portion that is not required to be passed on to the state government where the applicant is (or is applying on behalf of) a registered charity or not for profit group.

An application for a refund is assessed in accordance with the Community Grants application process which occurs twice yearly as above. If an applicant requires the assessment of the DA to proceed fees will need to be made in full for this to occur with the understanding that a refund cannot be guaranteed.

Fees cannot be refunded for commercial activities.

6. Summary of Financial Assistance

Category	Financial Assistance available	Timing and Application process	Directorate Responsible
Community Grants	Up to \$55,000	Twice yearly Application form and Guidelines available on Councils website	Director Corporate and Community
Event Sponsorship	Cash or In-kind	Year round Proposal to Council. Refer to Guidelines available on Councils website	Director Corporate and Community
Club Grants	To be announced on Councils website	To be announced on Councils website	Director Corporate and Community
Free or Discounted use of Council Facilities	Case by case	Application form and Guidelines available on Councils website	General Manager
Schools Sponsorship	\$100 per School	Annually Schools notified by council. Nomination form returned. Cheque issued to schools that meet criteria.	General Manager
Pensioner Rebates	Annual rebate – Up to \$250 rebate on rates \$87.50 rebate on water \$87.50 rebate on sewerage	On application Application form available on Councils website	Department of Veterans Affairs
Refund of Council Development application fees	Case by case basis	Case by case basis assessed twice yearly under Councils Community Grants Program	Community Grants Committee

		Application form and Guidelines available on Councils website Request a quote by completing the form on our website	recommendation with Council resolution
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7. Definitions

Financial Assistance is defined as payments given to individuals or organisations which are not commensurate with a reciprocal benefit received by Council.

Assistance may be in the form of cash, goods, services, and reduced / refunded or waived Council rates and charges.

Charitable Organisation is a not for profit organisation that has a charitable purpose for the sole benefit of the public.

Community Organisation is a group of people that come together to pursue a common cause of interest for the benefit of the community.

8. Dispute Resolution

All disputes in regard to this policy will be handled according to [Council’s Complaints Handling Policy](#) adopted in June 2016.

9. References & Associated Documents

Local Government Act 1993

S. 377 (1) Delegation of some functions to the General Manager
(1A) Granting of Financial Assistance

Office of Local Government Circular to Councils 06-32

10. Policy History

Version	Date	Changes / Amendments
1	18/12/2018	New policy for Federation Council

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