

COMMUNITY DONATIONS PROGRAM GUIDELINES



Council's Community Donation program (up to \$501) supports community organisations to deliver activities, events or services for the Goondiwindi region community.

DONATION OBJECTIVES

Donation applications should meet at least one of the following objectives for the Goondiwindi Regional Council community:

- support community initiatives
- encourage the ongoing social, cultural, recreational, sporting and environmental development
- protect and enhance our natural environment
- improve health and physical activity
- promote the use, development and creation of community assets

ELIGIBLE ORGANISATIONS

The criteria for eligible organisations are, organisations:

- must operate within the regional boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council area
- objective must be solely non-profit making
- must be free of debt with Council or up to date with an agreed repayment schedule
- must have acquitted all previous Council grant, donation or subsidy funding
- must complete an online application and certification for the requested funding
- must disclose other recent grant or donation applications that were successfully funded by Council or are currently under consideration by Council
- are incorporated or auspiced by an incorporated body, except where there is a direct benefit to the Goondiwindi Regional Council community e.g. School, Church group, Rural Fire Brigade and the like.

INELIGIBLE ORGANISATIONS

The following applications will not be considered:

- Applications from individuals/businesses
- Applications from political parties
- Organisations who have previously defaulted on the conditions of funding
- Organisations that operate licenced gaming machines

PROJECT FUNDING

What funding is available?

- Donations will be provided up to \$500.
- Organisations who are seeking funds of \$501 or more will be required to make an application under Council's Community Grants Program

ELIGIBLE APPLICATIONS

- Funding will be provided on a 'project' or 'program' basis
- Applications must be lodged a minimum of 30 days prior to the event.
- Activities could include:
 - Local events
 - Purchase of equipment
 - Waive of Council hire fees
 - Other applications considered on a case by case basis
- Only one (1) application per event/activity
- Proposed project generally occurs in same financial year as funded

RECURRING PROJECT DONATIONS

- Council may at its discretion, at an Ordinary Meeting of Council determine that an organisation and specific project is entitled to a variation to this guideline (e.g. an annual allocation without a recurring application)
- Council will advise in writing any project that has been granted an exemption
- Each of these projects will be assessed annually through Council's budget process
- No project can be guaranteed the same funding amount year on year, and the funding allocated is subject to review and requests for additional information from Council

INELIGIBLE PROJECTS

The following will not be considered, applications for:

- Events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit
- Project work/ activities which have already taken place
- Team/ group apparel, registration fees, travel, accommodation costs and the like to attend games and events, or trophies
- Maintenance and/ or improvements to buildings, infrastructure, etc on the grounds of schools and other government entities and religious organisations, with the exception of applications from schools seeking a contribution towards the cost of water. When considering such applications a further criteria will be that the school undertakes to make its grounds available to the public outside school hours
- Catering or alcohol expenses
- Commercial gain projects
- General operating expenses
- Multiple applications for the same event/ activity

IN-KIND ASSISTANCE

For in-kind assistance related to Council Plant and Equipment:

- Applicants must seek a quote for the value of the in-kind assistance prior to submitting their application
- The donation amount will be calculated in accordance with Council's current fees and charges for plant hire and wages, including travel and stand down time
- Only Council personnel to operate Council plant
- All works in-kind will be subject to the availability of plant and plant operators
- It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount
- For dry-hire of equipment such as road barriers Council will advise details and specific conditions of use

For in-kind assistance related to Council photocopying:

- Council will copy up to 50 sheets for community groups free of charge – no application form is required
- Requests for large bundles of photocopying should be made in writing, via an application
- The request will be considered by the Chief Executive Officer or delegate to allow the copying based upon the following criteria:
 - The number of copies to be done
 - The timeframe for the copies to be done
 - The likely demand upon the copier by Council work
 - Such other factors as may be relevant

ASSESSMENT PROCESS

- Applications are open all year round
- An online Community Donation application form, can be found on Council's website www.grc.qld.gov.au
- Applications should be submitted as early as possible, but no later than thirty (30) days prior to the commencement of the proposed activity
- Additional documents may be requested by Council if needed to make an informed decision
- Applications are first checked to ensure that they meet the funding and project eligibility guidelines
- Council's Chief Executive Officer or delegate has authority to approve Community Donations, as long as Community Donations from an individual organisation in one financial year does not exceed \$1,000. Applications outside of this delegation to be decided at an Ordinary Meeting of Council.

IF UNSUCCESSFUL

You will receive email notification within 4 weeks that will include a reason your application has been declined.

IF SUCCESSFUL

- You will receive email notification within 4 weeks
- Council will require a tax invoice to process your funding
- In some instances, there may be specific funding conditions that need to be met before payment can be made

DONATIONS ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

- Benefit to the Goondiwindi Regional Council community
- Scope of the benefit i.e. sectors of the community or proportion of the community that will benefit
- Community participation/ cooperative approach
- Achievable aims and objectives
- Prior community grants or donations awarded and the outcomes of these
- Benefit to the environment
- Availability of funding
- Consistency in decision making compared with similar donation applications

FUNDING ACQUITTAL

- The recipient will properly acquit the donation as soon as practicable after the completion of the project/ event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected
- Applicants who receive donations of \$200 or less are not required to submit an acquittal to Council at the completion of the project unless specifically requested

CONDITIONS OF APPROVAL

All Community Donations awarded by the Goondiwindi Regional Council are subject to the following conditions:

- The donation money should not be used for any other purpose than that for which the donation is awarded.
- If a community organisation wishes to modify the intended use of the donation they must submit a written request to Council detailing the alterations 30 days prior to the activity. The outcome of the request to alter the intended use of a community donation will only be provided to the applicant in writing
- Funds that cannot be used for the specified purpose must be returned to Council
- The donation recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the donation is awarded
- Applicants give permission for Council to use the donation information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution
- Successful applicant's details, including name of the community organisation, amount and purpose of donation, will be published on Council's website
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested
- A register of donations to community organisations will be kept for disclosure in Council's Annual Report, in accordance with Section 189 of the *Local Government Regulation 2012*
- Council's Community Donation program is subject to Goondiwindi Regional Council's Community Grant Policy GRC 0005

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's support in all published material associated with the funded activity.

Council may request that Council supplied signage is displayed promoting our financial support. Signage provided by Council is to be returned to Council in good condition within seven (7) days of the completion of the project/ event.

Funding recipients must ensure that Council's positive reputation is maintained at all times.

APPLICANT SUPPORT

For further information about the Community Donations program you can email Council's Community Development and Events Coordinator, Megan Boyd, at mboyd@grc.qld.gov.au.