

Community Donations Procedure

Procedure Approval and Distribution

Approved by	General Manager
Responsible Officer	Manager Business
Council Service Unit	Business
Next Review Date	December after next Ordinary Council election

Version Control

Ref	Date	Description
0.1	28-04-2020	Presented to the General Manager for approval
0.2	28-02-2023	Presented to the General Manager for approval

Procedure

- Each year a budget will be presented to Council to fund Community Donations.
- The budget will increase annually in line with the consumer price index.
- The budget will decrease according to any resolution of council approving the reduction of fees or charges recommended to come from the donations budget.

Applications will be invited from known community groups and schools and advertised on Council's website and newspaper columns/media releases.

The application outlines the following required criteria to be met:

- The person/s or association have bona fide need of the donation,
- The justification for the donation – (why should the community support this activity or association?),
- The benefit to and participation of the wider community in the activities for which the donation is sought,
- The measurable outcomes against which the success of the donation will be assessed,
- Specific details of the association's plans to reduce its dependence on Council for donations in the future,
- The date for review of the donation (for multi-year donations), and;
- An acknowledgement that future donations (if any) will be contingent on meeting or exceeding agreed outcomes.

Applications must be received prior to the advertised closing date. Any application received outside of this period will be considered with the following years applications.

Applications received by the advertised deadline will be assessed according to the attached guidelines by:

- The General Manager or their representative;
- The Deputy General Manager Corporate, Community and Development or their representative;
- The Manager Business or their representative;

and a report tabled for Council's consideration.

Applicants will be notified after the Council meeting that considers the tabled report.

Documentation

Public Notice / Call for applications

Application form/s and any applicable guidelines based on this document and criteria sent/downloaded

Lodged Applications

Assessment documentation and Council report.

Letters of Notification to applicants

Records

All of the above for required statutory period.

Not for profit, schools, community groups, and individuals will be required to submit the Application for Donation Form to CGRC before the annual cut-off date to be considered in the next years funding round.



Community Donations Policy Application for Donation Form

For not for profit organisations, community groups, and individuals applying for a donation.

Applicant Information	
Name of Organisation:	
Organisation Address:	
Organisation website:	
Name of Applicant:	
Applicant Address:	
Phone Contact	
Email address	

Organisation Information	
Is the Organisation a not for profit charity, school, Association or community service organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ABN or ATO No: <i>If you do not have one, attach a copy of the Organisation's adopted Constitution.</i>	
Is the organisation a Government entity with an existing partnership with Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where do the Organisation's activities occur?	
Are the majority of members residents of the Cootamundra-Gundagai local government area? Please attach evidence of membership if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do members pay to join the organisation and / or attend an activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list the costs associated:	

Description of Request	
<p>Please describe the activity/event and the justification for Council support.</p> <p><i>(attach additional information if necessary)</i></p>	
<p>Date(s) and Time(s) of activity/event:</p> <p><i>NB: If requesting a donation for the hire of a Council facility, a booking must be made PRIOR to submitting this application.</i></p>	
<p>Where will the activity/event be held?</p>	
<p>How many Cootamundra-Gundagai residents will participate in the event/activity?</p>	
<p>How will this activity/event benefit the Cootamundra-Gundagai community?</p>	
<p>How will the requested donation be spent?</p>	
Accountability	
<p>Recipients must provide Council with a report and/or photographs showing the benefits, and outcomes delivered with the donation, prior to 30 June, following the funding period.</p>	

Financial Request

Funding will be provided subject to Council Resolution, availability and in accordance with the criteria outlined in the application.

Please ensure you have reviewed this application and included any attachments prior to its submission for the consideration of Council.

Amount Requested:	\$
Have you received funding from, or have you sought funding from any other source for this request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Payment Information

Please provide Banking Details to assist prompt payment should your Application be successful.

Bank / Financial Institution	
Account Name	
BSB:	Account No:

Confirmation and Acknowledgement of Information

- I have attached Proof of Organisational Status.
- I have attached all requested information and relevant additional information to support my application.
- I certify that the information provided is true and correct.
- I acknowledge that in the event that this request for donation is successful, consideration of future requests will be contingent on meeting or exceeding agreed outcomes.
- The organisation can demonstrate that the funds/in kind support was spent or used wisely to achieve the objective of the request.
- The request will be available for public knowledge via CGRC website.
- If successful this application will be the only request for Council support in the current financial year.
- The organisation has provided and considered a detailed plan on our own financial situation and cannot rely on Council for funds for the success of the application.
- Should the application be successful CGRC will be acknowledged in any advertising, marketing and promotion of an event as a supporter/sponsor.
- The organisation can be contacted by CGRC officer, requesting details arising from Council's support.

Name of Applicant (<i>Print</i>)	
Position in Organisation (if applicable)	
Signature:	Date: