

# 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
0.3	18-03-2024	Minor amendments, formatting and clarifications made. Presented to IGM 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 may decrease according to any resolution of council.

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

Applications will address the following criteria:

- 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 to allow adequate time for review and determination. Any application received outside of this period may need to be considered with the following years applications.

Applications received by the advertised deadline will be assessed according to council's policy and procedure at a Council Workshop in Mid-June by Councillors and applicable council officers.

A report will be presented to Council at the June Council Meeting for consideration and determination.

Applicants will be notified of the outcome via email, typically within 3 weeks, after the Council Meeting.

The successful applicants will also be listed on council's website, within 5 days of determination.

Payments will be processed within 2 weeks to the nominated bank account detailed on form, where applicable.

## **Related CGRC Documents (Policies & Forms etc.)**

Community Donations Policy

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 current funding round.