

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	Amendments, formatting and clarifications made. Presented to IGM for approval.
0.4	02-05-2024	Minor amendments/ improvements made to form. Content not changed.
0.5	26-03-2026	Minor amendments/ improvements made to form. Content not changed.

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

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.

Annual Community Donations Application Form

For not-for-profit organisations, Schools, Community groups, and Individuals applying for a donation.

*Organisation Information OR Individual Applicant Information	
*Date of Application:	
*Name of Organisation (if applicable):	
*Organisation Address or Applicants Address:	
Organisation website:	
*Contact Person or Name of Applicant:	
*Phone contact number:	
*Email address:	
ABN or ATO No (if applicable):	<i>If you are an organisation, and you do not have an ABN or ATO, attach a copy of the Organisation's adopted Constitution.</i>

*Additional Organisation Information (if applicable)	
Is the Organisation a not-for-profit charity, school, association, or community service organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 primarily occur? (<i>location</i>):	
Are the majority of members residents of the Cootamundra-Gundagai local government area? <i>Please attach evidence of membership if applicable.</i>	<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 or details the associated costs, or member fee:	

*Description of Request	
Please provide name and description of activity/event: <i>Attach additional information if necessary.</i>	
How will the requested donation be spent? <i>List/ detail items to purchase or purpose for funds. Attach quotes if available.</i>	
Date(s) and Time(s) of activity/event:	
Where will the activity/event be held? <i>Town/Location, Facility</i>	
<p><i>*If requesting a donation for the hire of a Council facility, a tentative booking or enquiry must be made by the applicant, to council, prior to submitting this application. This is to determine the applicable requirements of the booking, which then determines the associated fee for hire. This fee must be detailed on this form where appropriate.</i></p>	
How many Cootamundra-Gundagai residents do you anticipate will participate in the event/activity?	
How do you foresee this activity/event benefiting the Cootamundra-Gundagai community? Please detail justification for council support.	

Financial Request		
<p>1. Funding will be provided subject to Council Resolution, availability, and in accordance with the criteria outlined in the application.</p> <p>2. Please ensure you have reviewed this application and included any attachments prior to its submission for the consideration of Council.</p>		
<p>*Amount Requested:</p> <p><i>The requested figure must be detailed. Note 1 above.</i></p>	<p>Financial Support:</p> <p>\$</p>	<p>In-Kind Support (if applicable):</p> <p>\$</p>
<p>Details of in-kind support requested (if applicable):</p>		
<p>*Is the amount requested to cover fee for hire of council facility?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*If yes, the applicable hire booking form/s must be submitted by the applicant to determine the applicable fee/ amount.</i></p>	
<p>*Have you <u>received</u> funding from, or have you <u>sought</u> funding from any other source for this request?</p>	<p>Received: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sought: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>*If yes, please provide details and \$ amounts:</p>		

*Payment Information	
<p>Council processes successful donations via bank transfer. Any required bank account details will be collected via a third party, Eftsure.</p> <p>Please provide the following details to assist with prompt payment, should your application be successful:</p>	
<p>Have you received a donation from us in the past 5 years, into the applicable bank account? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>And/or do you believe that Council has the applicable account details? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><i>Please note we will check our systems and confirm with you before making any requests to Eftsure.</i></p>	
Contact name:	Contact phone number:
Contact email address:	

If application is successful
<p>CONDITIONS:</p> <ol style="list-style-type: none"> The applicant must acknowledge Cootamundra-Gundagai Regional Council in any advertising, marketing and promotion of an event as a supporter/sponsor. Council can supply the necessary promotional signage to be displayed at your Event/ Activity. Signage is available at the Council Offices. 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. Successful applicants can only make one request for support (In-Kind or Financial) in a financial year.

Confirmation and Acknowledgement of Information

I acknowledge that:

1. I have attached Proof of Organisational Status.
2. I have attached all requested information and relevant additional information to support my application.
3. The organisation/individual can be contacted by CGRC officers, if required, to confirm or clarify details made or omitted from application.

If successful, I acknowledge that:

1. CGRC will be recognised in any advertising, marketing and promotion of the event as a supporter/sponsor. *(CONDITION 1)*
2. The organisation can and will demonstrate that the funds/in kind support was spent or used wisely to achieve the objective of the request. *(CONDITION 2)*
3. This application will be the only request for Council support in the applicable financial year. *(CONDITION 3)*
4. Consideration of future donation requests will be contingent on meeting or exceeding agreed outcomes and adhering to conditions of previous successful applications.
5. This application may be available for public viewing via CGRC business paper and or Councils website.
6. The organisation has provided and considered a detailed plan on its own financial situation and understands that it cannot solely rely on Council support for the success of the Activity/Event.

I certify that the information provided is true and correct *to the best of my knowledge.*

*Name of Applicant: (Print)	
Position in Organisation: (if applicable)	
*Signature: _____	*Date: _____
<i>By signing this document, you acknowledge and confirm that you have provided all necessary information listed above and will adhere to the conditions of a successful application.</i>	

Submission of completed application form and supporting documentation:

Drop into the Cootamundra or Gundagai Office
Email to Mail@cgrc.nsw.gov.au or Post to PO Box 420 Cootamundra NSW 2590

*** = Applicant must provide information.**

<p><u>Office Use</u> Date received: Financial Year applicable:</p>
--