

1 INTRODUCTION


- 1.1 Under section 356 of the *Local Government Act 1993* (the Act), the Council is able to, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

2 PURPOSE

- 2.1 The purpose of this policy is to provide guidelines, conditions and information on the Council's provision of financial assistance under section 356 of the Act.
- 2.2 Due to limited funding available within the Council's budget, this policy seeks to provide funding to only those individuals or organisations that provide the most benefit to the community and the funding is utilised for purposes which support, and are consistent with, the Council's Community Strategic Plan.

3 SCOPE

- 3.1 This policy applies to any individual or organisation based within the Moree Plains Shire who requests the donation of materials, plant, use of buildings or funding for the provision of services, for activities within the Shire or, in the case of an individual applicant, in the pursuit of excellence in any field (including cultural, educational or sporting pursuits).
- 3.2 Requests for funding under this policy will only be considered on application, on completion of the Public Donations Application Form (in either hard copy form or electronically).
- 3.3 Only one event/project per organisation per funding year will be supported.
- 3.4 Under section 356 of the Act, a person who is acting for private gain is not ineligible to apply for funding under the provisions of the Act, however; the Council is obliged to advertise the offer of financial assistance for a period of 28 days and will only consider funding under this provision where the Council determines that they are an exceptional case only.
- 3.5 The amount available for distribution by the Council each quarter under this policy will be as set out in the Council's annual budget and once this amount has been utilised in any quarter, the Council will not entertain any further applications for funding in that quarter.
- 3.6 The maximum amount of financial assistance permitted to be granted by the Council in relation to any application for financial assistance under this policy is \$3,000.
- 3.7 An application in relation to any of the following is ineligible for financial assistance under this policy (and is accordingly, an "Ineligible Application") and such applications will not be considered by the Council:

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- 3.7.1 applications where a completed Public Donations Application Form is not submitted;
- 3.7.2 applications where a completed Public Donations Application Form is not received within the timeframes specified by this Policy;
- 3.7.3 a request in relation to recurring financial assistance;
- 3.7.4 retrospective funding of any activity;
- 3.7.5 a request from a political party or other party affiliated or associated (either directly or indirectly) with any political party, whether registered or not;
- 3.7.6 a project, event, service or activity which should be funded by the State or Federal Government, if so eligible; or
- 3.7.7 a request from a government agency and/or authority.

4 DEFINITIONS

- 4.1 “Community Strategic Plan” means the community strategic plan of the Moree Plains Shire as prepared by the Council from time to time;
- 4.2 “Finalisation Report” mean a written statement or letter addressed to the Council setting out how financial assistance provide by the Council was utilised, including receipts (if appropriate);
- 4.3 “Ineligible Application” has the meaning set out in paragraph 3.7;
- 4.4 “Public Donations Application Form” means the form to be completed and submitted to the Council in relation to a request for financial assistance, as enclosed as Attachment 1 to this policy; and
- 4.5 “Sponsorship Calculator” means the calculator forming part of the Public Donations Application Form which must be completed and submitted by an applicant in relation to a request for financial assistance.

5 RESPONSIBILITIES


- 5.1 The General Manager’s section is responsible for implementing this policy.
- 5.2 The Executive Section is responsible for including approved policies in the Policy Manual.
- 5.3 The Executive Support staff are responsible for:
 - 5.3.1 making this policy readily available to community members and staff on request;

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- 5.3.2 reviewing each completed Public Donations Application Form, allocating points (in accordance with the points guide) on the Sponsorship Calculator and obtaining the General Manager's approval in relation to the points allocation on the Sponsorship Calculator; and
- 5.3.3 for otherwise ensuring that this policy is adhered to in a consistent manner.

6 APPLICANTS


- 6.1 An application for financial assistance under this policy will only be considered when the applicant satisfies the following criteria:
- 6.1.1 the application must not be an Ineligible Application;
- 6.1.2 the financial assistance must be used for a purpose which benefits the community and is consistent with, and supports, the strategic priorities of the Community Strategic Plan;
- 6.1.3 in relation to applicants previously funded by the Council, that applicant has satisfactorily fulfilled previous requirements in relation to any earlier financial assistance (including acknowledgement of the Council's financial contribution and provision of a Finalisation Report);
- 6.1.4 where the applicant is an organisation, the lead or sponsoring organisation is actively working within the Moree Plains Shire or, if located outside the Moree Plains Shire, provides a service that primarily impacts upon residents of the Moree Plains Shire (evidence of this may be required, on request); and
- 6.1.5 where the applicant is an individual:
- 6.1.5.1 the recipient will be representing the Moree Plains Shire at a major, national or international function or event; and
- 6.1.5.2 the recipient is prepared to act as an ambassador for the Moree Plains Shire at the function or event (which may include distributing information regarding the Shire as well as wearing promotional clothing).
- 6.2 Applications for financial assistance will be considered by the Council on a quarterly basis, in accordance with the following procedure:
- 6.2.1 the Council will consider eligible applications for financial assistance at its first meeting in each financial quarter;
- 6.2.2 at least eight (8) weeks prior to the relevant Council meeting, Executive support staff will notify the community that requests for financial assistance can be made for the forthcoming quarter, such notification to be in the form set out in Attachment 2;

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- 6.2.3 all applications for financial assistance in relation to events, functions and sponsorship taking place during the relevant quarter must be received by the Council no later than four (4) weeks prior to the relevant Council meeting and applications received outside this timeframe will not be considered;
- 6.2.4 within a reasonable time of receipt, the Executive department will review each completed Public Donations Application Form (including the Sponsorship Calculator), allocate points (in accordance with the points guide) on the Sponsorship Calculator and, together with the General Manager, determine whether the application is eligible or not; and
- 6.2.5 the Executive department will notify all applicants as to whether their application for financial assistance is eligible or not and if so, the date the application will be considered by the Council.
- 6.3 Ineligible Applications will not be considered by the Council.

7 CONDITIONS OF FUNDING

- 7.1 The Council does not guarantee to fund any application and does not guarantee to fund any application to the full amount requested.
- 7.2 Where an application for funding is approved by the Council, the financial assistance is provided subject to the following conditions:
- 7.2.1 in determining the points guide for the Sponsorship Calculator, the Council considers that applications attaining a score of 100 points or more are most likely to promote the purposes of this Policy. In relation to applications for financial assistance which have not attained a score of 100 points or more on the Sponsorship Calculator, the Council is only permitted to approve funding where specific justification of its decision (given the score on the Sponsorship Calculator) is made in the Council's resolution;
- 7.2.2 the recipient will be required to give public recognition to the funding provided by the Council and acknowledge the Council's financial assistance on any promotional documentation, correspondence or other material (an electronic copy of the Council's logo will be provided for this purpose);
- 7.2.3 the funding must be expended within six (6) months of approval by the Council and any funds not so expended must be returned to the Council as soon as practicable thereafter;
- 7.2.4 where the financial assistance relates to use of a Council-owned facility for a function or event and entry fees or charges are to be imposed by the applicant to host the function or event, the Council may (in its discretion):

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7.2.4.1 require the applicant to remit 50% of the scheduled fee or charge for use of that Council-owned land or facility to cover the Council's fixed costs; or

7.2.4.2 provide direct financial assistance to the relevant beneficiary of the function or event rather than the applicant;

7.2.5 the recipient is required to submit a completed Finalisation Report within two (2) months of the function or event; and

7.2.6 any other condition imposed by the Council, which may include evidence of public liability insurance if the financial assistance relates to the use of Council-owned land or facilities.

7.3 Where funding is approved by the Council, this is not to be taken as an ongoing commitment of financial assistance for future years.

8 DELEGATION

8.1 The General Manager is authorised, pursuant to Section 377 of the Act, to allow a matter that does not conform to a policy to proceed if the General Manager is of the opinion that the variation from the policy is of a minor nature.

9 REFERENCES

9.1 *Local Government Act 1993*

9.2 *Local Government (General) Regulation 2005*


10 DISPUTE PROCEDURE

10.1 In relation to any application for financial assistance considered by the Council, the decision of the Council will be final, with no further correspondence to be entered into.

10.2 Subject always to paragraph 10.1, should any dispute or difference ("dispute") arise between the Council and an applicant in relation to an application for financial assistance (for example, because the application has been determined to be an Ineligible Application), the following procedure shall be followed to resolve the dispute:

10.2.1 at the written request of the aggrieved applicant, the applicant and the General Manager shall meet at the Council office at a mutually convenient time with a view to resolving the dispute through effective and constructive consultation (such meeting to take place within a reasonable time of the Council's receipt of the applicant's written request);

10.2.2 should the applicant and the General Manager not resolve the dispute within ten (10) business days of their meeting, the General Manager will consult with the Mayor in relation to the matter; and

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- 10.2.3 the Mayor may, in his/her discretion, determine that the application for financial assistance be put before the Council for consideration.

11 ATTACHMENTS

- 11.1 Attachment 1: Public Donations Application Form
 11.2 Attachment 2: Community Notification

12 REVIEW OF POLICY


- 12.1 This policy will be reviewed within one (1) year of the election of every new Council.
 12.2 The Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.

POLICY TITLE: PUBLIC DONATIONS

File Reference No: 13/665

HISTORY


| | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Original Policy: | None |
| Policy reviewed and amendments made by: On: | Council Committee Meeting 28 February 2013 Council Meeting 11 April 2013, 27 June 2013 |
| Adopted by Council on: Resolution No: | 27 June 2013 13/06/44 |
| This policy works in conjunction with the following policies: | Nil |
| This policy supersedes the following policies: | Nil |

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Attachment 1 - Public Donations Application Form


Part A: Applicant Details

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Individual/ Organisation: | |
| Postal Address: | |
| If the applicant is an organisation: | |
| Is the organisation a not for profit community based organisation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the group/organisation incorporated? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Incorporation Registration number of the organisation: | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Is the Group auspiced by an incorporated association? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of auspice organisation managing the project (if applicable): (A letter from the auspicing body must be submitted with the application) | |
| Postal Address of auspice organisation (if applicable): | |
| Australian Business Number (ABN) of the Organisation : | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Contact Person for this project: | |
| Telephone number of the contact person: | |
| Email address: | |
| GST Status of the organisation: | <input type="checkbox"/> Registered for GST <input type="checkbox"/> Not Registered for GST |
| Describe the primary activity (activities) that are undertaken by your group/ organisation | |

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Part B: Previous financial assistance

| | | |
|-----------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------|
| Have you/ your group/organisation applied for financial assistance from Moree Plains Shire Council in the past? | <input type="checkbox"/> Yes | <input type="checkbox"/> No, go to Part C |
| If yes, was your application for funding was successful? (If it was not successful, please explain why) | | |
| If yes, please specify the type of funding received | | |
| How much did you/your group/organisation receive? | | |
| When was the funding received? | | |
| Did you/ your group/ organisation provide details of use of the funding post-event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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Part C: Project Details

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of project/ activity/ event/ function: | |
| Purpose of project/ activity/ event/ function: | |
| Total cost of project/ activity/ event/ function: | |
| Amount of financial assistance requested (maximum of \$3,000): | |
| Has funding from other sources been sought? (If so, please detail the efforts made and the results of those efforts) | |
| Location of project/ activity/ event/ function: | |
| If you are a group/ organisation, is it based in the Moree Plain Shire or , if located outside the Moree Plains Shire, does it provides a service that primarily impacts upon residents of the Moree Plains Shire (evidence of this may be required) | |
| Date of project/ activity/ event/ function: | |
| Please provide a brief description of the proposed project/activity/ event/ function. Tell us what you are going to do and who is involved: | |
| Project objectives Please detail what your aims are for the project/ activity/ event/ function and how these objectives will be met: | |
| Community Strategic Plan Objectives Please detail what objectives of the CSP your project/ activity/ event/ function satisfies: (These should be specified. A copy of Moree Plains Shire's Community Strategic Plan is available on Council's website www.mpsc.nsw.gov.au or can be obtained from the Executive Department at Moree Plains Shire Council.) | |

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How will the project/ activity/ event/
function be evaluated?

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Part D: Sponsorship Calculator

Amount requested: _____

Applicant: _____

Is applicant

Please select the most relevant category only (ie. only one category)

- Individual?
- Community Organisation?
- Sporting Group ?
- School / Kindy etc?

| Enter y or n | Points Allocated | Score |
|--------------------------------------|------------------|--------------------|
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| (Maximum potential score: 20 points) | | Sub Total <u>0</u> |

Is this sponsorship -

- First time sponsorship?
- Previous sponsorship?

| Enter y or n | Points Allocated | Score |
|--------------------------------------|------------------|--------------------|
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| (Maximum potential score: 25 points) | | Sub Total <u>0</u> |

Is this sponsorship -

- For an ongoing annual event?
- A "one off" event?
- Minimum contract period?

| Enter y or n | Points Allocated | Score |
|--------------------------------------|------------------|--------------------|
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| (Maximum potential score: 20 points) | | Sub Total <u>0</u> |

Supporting the Community Strategic Plan -


- : Support one/two strategies
- : Support three/four strategies
- Support five or more strategies

| Enter y or n | Points Allocated | Score |
|--------------------------------------|------------------|--------------------|
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| (Maximum potential score: 30 points) | | Sub Total <u>0</u> |

Is this sponsorship -

- For a large donation (over \$1,000)
- For a small donation (up to \$1,000)
- Propose Council match other sponsorship (\$ for \$)
- Relate to an event where fees will not be charged

| Enter y or n | Points Allocated | Score |
|--------------------------------------|------------------|--------------------|
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| <input type="text"/> | | 0 |
| (Maximum potential score: 45 points) | | Sub Total <u>0</u> |

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In what form is the advertising for the event -

Television advertising or coverage?
 Newspaper advertising or editorial?
 Radio advertising?
 Banner displayed at event?
 Advertising in event program?
 Advertising on team shirts (etc)
 Online acknowledgement
 Verbal acknowledgement at event?

Enter y or n

| |
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| |
| |
| |
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| |
| |
| |

Points Allocated

Score

0
0
0
0
0
0
0
0

*(Maximum potential score: 40 points)*Sub Total **0****Does the event -**

remain in our delivery area?
 travel outside of our delivery area?

Enter y or n


| |
|--|
| |
| |

Points Allocated

0
0


*(Maximum potential score: 20 points)*Sub Total **0**

| | |
|-------|-----------------|
| Total | 0 points |
|-------|-----------------|

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Part E: Budget Details

| Income | |
|-----------------------------------------------------------------------------|-----------|
| Sources of funds/income (If not applicable, please indicate this) | \$ |
| Other Grants | |
| Sponsorship | |
| Fundraising | |
| In Kind Support (Please explain how you have calculated this) | |
| Council Financial Assistance (ie amount applied for) | |
| Other Income | |
| Total Income | |

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| Expenditure | |
|----------------------------------------------------------------------------|-----------|
| Sources of Expenditure (If not applicable, please indicate this) | \$ |
| Promotion and publicity | |
| Hire fees | |
| Equipment and materials | |
| Insurance | |
| Other Expenditure | |
| Total Expenditure | |

NB. Income should equal expenditure

| | | | | | | | |
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Part F: Supporting Documentation

Checklist

If you are a group/ organisation, have you:

- Attached a copy of the organisation's last audited financial statement or a statement of income and expenditure over the past 12 months.
- Attached a copy of the organisation's most recent Annual Report.
- Attached a copy of the organisation's constitution or Statement of Aims and Objectives if a new applicant, or where these details have changed since a previous application.
- Attached a copy of the organisation's current liability insurance policy, ie Certificate of Currency (if applicable)
- Attached a copy of notification of the organisation's ABN and GST registration (if applicable) from the ATO
- Attached all other relevant information e.g. quotes.

Part G: Certification

I certify, to the best of my knowledge, the statements in this application form are true. I have read, and I understand the Moree Plains Shire Council Public Donations Policy.

I acknowledge that Moree Plains Shire Council cannot guarantee funding for any application and cannot guarantee funding to the full amount requested by any applicant.

For individuals:

Full Name:.....

Signature.....

Date:

For organisations:

I have been authorised by.....
(name of organisation) to make this application.

Full Name:.....


Position in organisation:

Signature.....

Date:

Please return completed application and supporting documentation to:
The General Manager
Moree Plains Shire Council
PO Box 420
Moree NSW 2400

For further information, please contact the Executive Office on 6757 3222

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Attachment 2 - Community Notification

APPLICATIONS OPEN PUBLIC DONATIONS BY COUNCIL


Moree Plains Shire Council wishes to advise the community that it will consider eligible applications for financial assistance for the forthcoming calendar quarter, being the months of *[insert relevant months]*, at its meeting on Thursday *[insert date]*.

Individuals and community, sporting and educational groups wishing to apply for financial assistance from Moree Plains Shire Council for events, functions and sponsorship during these months are required to complete and submit a Public Donations Application Form by no later than 5.00pm *[insert date being four weeks prior to Council meeting]* to enable the application to be considered. In accordance with its Public Donations Policy, applications received after this deadline will not be considered until Council's first meeting next calendar quarter (i.e. in three months' time).

A copy of the Public Donations Application Form and the Council's Public Donations Policy are available on Council's website www.mpsc.nsw.gov.au or can be obtained from the Executive Department at Moree Plains Shire Council, Max Centre, Balo Street Moree during normal office hours or by telephone on 6757 3237. Copies are available at the Moree Library and Offices at Boggabilla and Mungindi.

Any queries in relation to applications for financial assistance should be directed to Laura Colley, Executive Support Officer.

David Aber
General Manager

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