



# **Donations, Sponsorships & Waiver of Fees & Charges Policy**

*(Adopted By Council 11 December 2013)*

*Resolution No 2013/468*

*Amended By Council 8 October 2014*

*Resolution No 2014/325*

*Reviewed and Adopted by Council 13 April 2016, Resolution No 2016/94*

*Reviewed and Adopted by Council 8 March 2017, Resolution No 2017/56*

*Reviewed and Adopted by Council 9 August 2017, Resolution No 2017/201*

**Created by:** Finance and Corporate Strategy Department  
**Version No:** 4.0  
**Adopted Date:** 9 August 2017, Resolution No 2017/201  
**Revision Date:** 9 August 2021

**Purpose:**

Narromine Shire Council is committed to creating a vibrant and diverse community, based on the development of healthy communities and a sustainable environment.

Donations and sponsorships are one of the methods that can be utilised by the Council to recognise and encourage individuals and organisations also committed to achieving these objectives.

**Statement:**

Given that the Council receives a large number of requests from community groups and organisations throughout the year for donations, sponsorships and the waiver of Council fees and charges, a procedure for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or sponsorships from the Shire Council.

The responsibility for the disbursement of funds will be with Council, whilst Council officers will undertake the management of these processes.

The total value of the fund will be determined each year during the Council's annual budget deliberations. The donations program will be advertised across the whole community annually.

Groups who receive support under the Annual Donations Program in one year do not automatically receive ongoing funding in future years.

Applications up to \$5,000 per year will be considered.

**Essential Eligibility Criteria:**

The Council WILL NOT consider applications for donations or the waiver of fees and charges for:

- Any profit making ventures for commercial entities;
- Any activity, event or program that contravenes Council's existing policies;
- The bond associated with the use of Council facilities, (only the waiver of fees for an activity, event or function will be considered).

In order to be eligible for funding an organisation must:-

- Be a non profit organisation and, depending on amount of grant requested, be able to supply financial statements;
- Demonstrate a substantial degree of community support and representation;

- Explain the nature of the event or activity;
- Explain the perceived benefit of the event or activity to the Shire community;
- Detail alternative funding sources available and accessed by the organisation;
- Detail previous funding assistance provided by the Council;
- Undertake to give due recognition to the Narromine Shire Council for its contribution to their activities;
- Agree to complete an acquittal and evaluation report. Failure to do so may render the applicant ineligible for future funding.

**Additional Essential eligibility criteria if applying for rate assistance only** (as an example the Country Women's Association of NSW would fit this criteria)

- Be a non profit organisation and provide a community service within the Narromine Local Government Area; and
- own property and be responsible for the payment of rates and charges for which the donation has been sought or be located on community owned or controlled land, either Council or Crown Land; and
- provide a copy of the organisation's Articles of Association, Constitution or Memorandum of Business which makes clear the organisation's purpose;

### **Application Process:**

Applications for Financial Assistance will be called for in July each year and will only be considered if they are submitted on the Request for Financial Assistance Application Form and are completed in full and include bank statements/financial statements for the group, where feasible. Consideration of completed Applications for Financial Assistance by Council will occur in September each year.

Applications will be considered under the following categories:

Capital Projects (indicative limit of total funds for these projects – 30% of budget)

Requests for funds associated with projects of a capital nature, e.g. purchase of equipment.

Operating Expenses (indicative limit of total funds for these requests – 20% of budget)

Requests for funds associated with running expenses of the group/organisation including requests for the reimbursement of Council Rates, payment of rent, DA Fees and operating expenses, e.g. Contribution towards the maintenance of a sporting facility, refund of tipping fees to charitable organisations.

Annual Donations (indicative limit of total funds for these requests – 15% of budget)

including the annual prize donation to the schools and annual contributions to organisations that benefit the community (e.g. Lifeline, Life Education).

Rate Assistance to Community Organisations Providing community based services in the Narromine Shire – (25% of budget)

Council will annually donate a range of rates and charges levied on community organisations to assist in providing community based services to the Narromine Local Government Area. Council recognises the unique nature and diversity of charities and the distinctive roles they play. This assistance is provided by Council as many community based organisations have limited resources and Council's donation can assist these organisations in providing those services.

Where requests for funding under a particular category do not fully utilize the funds available, the funds can be allocated to the other categories at the discretion of Council.

In recognition that groups/organisations may require financial assistance that is unknown at the time the annual process is conducted, approximately 10% of the funds will not be allocated during the annual donations process. An example of the type of requests considered in this way would include an opportunity to represent the Shire at a sporting/athletic event or requests to waive Council Fees.

### **Tax Invoice**

In the event that your group/organisation is successful in receiving financial assistance and is registered for GST, you will be required to provide a Tax Invoice before payment is received. Details of group/organisation's ABN and GST component must also be provided on the Tax Invoice.

### **Purpose of Grant:**

Funds are allocated only for the purposes of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council.

### **Disbursement of Grants:**

Unless otherwise agreed by Council, Financial Assistance in excess of \$1,500 will be disbursed in part payments – 50% upfront and 50% at the completion of the project.

Notwithstanding the above, the General Manager and Mayor may adjust the disbursement facility if it can be demonstrated that the arrangements could cause undue financial hardship, or the costs are a one off.

### **Period of Funding:**

Grants are to be expended within the financial year in which they were approved unless agreed otherwise at the outset, **OR** a written request for an extension and carry-over of funds is made to, and approved by, the Council.

### **Unspent Funds:**

Funds which are unspent at the conclusion of the funding period must be returned to Council within sixty (60) days of the completion of the project, activity or event, or at the end of the financial year, whichever occurs first.

### **Council Endorsement of Project:**

Approval of funding for projects does not necessarily imply Council's endorsement of the philosophy, intent or outcomes of the project.

**Acquittal & Evaluation:**

Groups, organisations or individuals receiving funds from Council must submit to the Council an acquittal and evaluation of the outcomes of the grant on the prescribed form provided by the Council, within thirty (30) days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first. Note, no acquittal will be required where assistance has been given by way of the waiver or reduction of a Council fee.

Information to be provided will include:

- A statement of actual and budgeted expenditure in relation to the grant.
- Copies of supporting documentation such as a summary of receipts, accounts and financial statements.
- A brief statement regarding the success of the project/activity for which the funds were allocated.

Applicants are asked to provide any tangible evidence to support the performance indicators such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

Failure to satisfactorily complete the acquittal and evaluation requirements may disqualify recipients from further grants from the Council's Donations Program.



## APPLICATIONS FOR FINANCIAL ASSISTANCE FOR THE FINANCIAL YEAR .....

If you have any enquiries, please contact Council's Director Finance and Corporate Strategy on 6889 9999.

<b>Name of Organisation:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Phone No:</b>	
<b>Mobile:</b>	

### AUTHORISATION TO APPLY

I, \_\_\_\_\_, (Print Name) certify that the attached application for funding was approved by the management Committee of this Organisation on \_\_\_\_\_ - (insert date).

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### PART A- APPLICATION FOR FINANCIAL ASSISTANCE

1. What is the total amount of your request (exclusive of GST)? \$ .....
2. Is your group/organisation registered for GST? Yes/No
3. Does your group/organisation have an ABN (Australian Business Number)? Yes/No  
If yes, please quote your ABN .....
4. Does your group/organisation have Public Liability Insurance Yes/No

If yes, please attach a Certificate of Currency

**Please Note: Successful applicants do not need to be registered for GST or have an ABN to receive a donation as the donations are classified as untied. However, should your organisation be registered for GST and/or hold an ABN, please complete the above information.**

5. Please provide details of how your Organisation intends to expend the funds:

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6. How will other residents of the Narromine Shire benefit from your Organisation's activities:

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7. Please list donations given to your Organisation by Council over the last three (3) years:

<b>Amount Received</b>	<b>Date</b>	<b>Purpose to which Funds were Applied</b>

8. Has your Organisation made application for financial assistance from other bodies in the last 12 months? Yes/No

If yes, please complete the following table:

<b>Funding Body</b>	<b>Project</b>	<b>Amount Sought</b>	<b>Amount Granted</b>

**PART B -INFORMATION REGARDING YOUR ORGANISATION**

1. Please supply a brief history of your Organisation and its current activities.

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2. Is the organisation based in the Narromine Shire? YES / NO

3. What is the number of current members of your Organisation? \_\_\_\_\_

4. Please attach your organisation's most recent financial statements to the application and provide any additional comments of relevance with regards to your organisations financial capability.

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5. If you are applying for rate assistance please attach a copy of your organisation's Articles of Association, Constitution or Memorandum of Business which makes clear the organisation's purpose.

6. If you are applying for rate assistance, please indicate the following:

a) Do you own the property and are you responsible for the payment of rates? YES/NO

If yes, please provide details i.e. Lot and DP \_\_\_\_\_

b) Does the organisation lease out any part of the building on the property on a permanent basis? YES/NO

c) Is the organisation located on community owned land or controlled land, being either Council or Crown Land? YES/NO

If yes, please provide details i.e. Lot and DP \_\_\_\_\_





## **ASSESSMENT CRITERIA**

- No financial assistance will be given to individuals or privately owned businesses/ companies; organisations must be non-profit;
- Organisations must be based in the Narromine Shire or the funds are to be used on a service or activity for the Narromine Shire;
- The funds are not to be used for social activities for members.

## **SUCCESSFUL APPLICANTS - REQUIREMENTS:**

### **TAX INVOICE**

In the event that your group/organisation is successful in receiving financial assistance and is registered for GST, you will be required to provide a Tax Invoice before payment is received. Details of group/organisation's ABN and GST component must also be provided on the Tax Invoice.

### **FUNDS ACQUITTAL/EVALUATION**

#### Waiver of Fees

No acquittal will be required where assistance has been given by way of the waiver or reduction of a Council Fee.

#### Allocation of Funds

Groups and organisations receiving funds from Narromine Shire Council are required to return the acquittal form (Attachment A) to Council within thirty (30) days of the conclusion of the project or activity, or the end of the financial year, whichever falls first.

### **RETURN OF UNSPENT FUNDS**

Funds which are unspent at the conclusion of the funding period must be returned to Council within sixty (60) days of the completion of the project, activity or event, or prior to the end of the financial year, whichever occurs first.



ACQUITTAL AND EVALUATION FORM FOR FINANCIAL ASSISTANCE ALLOCATION

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Amount Allocated : \_\_\_\_\_

Being For: \_\_\_\_\_

Summary of Expenditure

Table with 4 columns: Date, Invoice/Receipt #, Details, Amount. Includes a TOTAL row at the bottom.

Please attach copies of all invoices/receipts listed above

Reconciliation of Income & Expenditure

Income Allocated : \_\_\_\_\_

Expenditure (as per above) : \_\_\_\_\_

Difference: \_\_\_\_\_

NOTE: All unspent funds must be returned to Council prior to the end of the financial year in which the allocation has been made.

