

Governance and Corporate Leadership

GL20 Donations and Community Grants



24 May 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Effective Leadership and Government.

Objectives

To assist community organisations and individuals in the provision of services and facilities for the benefit of the residents and visitors to the Shire of Augusta Margaret River.

Policy

1. Council shall provide funds annually in its budget for expenditure on donations and community grants of over \$500 exclusive of GST.
2. Council shall on an annual basis advertise in advance of the draft budget being finalised for community organisations to submit applications for community grants by calling for submissions.
3. Organisations or individuals that lodge applications for a community grants after the annual budget has been adopted will not have the application considered and will be required to reapply prior to the following budget.
4. All applications for financial assistance by way of community grants shall be required to provide the following information to support the application:
 - A copy of the groups/organisations constitution/aims/goals;
 - The purpose for which the Council funding or assistance is to be used; and
- Other information the Chief Executive Officer may request to determine an application.
5. The allocation of funds to various groups and individuals shall be determined by Council at the budget meeting.
6. Council shall provide additional funds to accommodate additional calls or requests for donations received during the year. This residual fund shall be identified separately in the Budget and shall be retained for use as donations to "disaster " or "emergency " type appeals. The CEO will consider and approve requests of up to \$500 exclusive of GST for worthwhile requests from community groups and individuals which arise during the year. Extraordinary requests for donations above \$500 are to be approved by Council.
7. Allocations to groups and persons shall be determined in order to achieve an equitable distribution of funds throughout the community. Council may allocate funds to individuals or private organisations where, in the opinion of Council, the donation is in the interests of the community. Examples of such donations would include assistance to sports persons, artists or researchers. Council may allocate funds to organisations and persons outside the Shire providing Council is of the opinion that the activities of the organisation or person provide a direct benefit to this Local Government area.

8. On completion of their activities, community organisations and individuals who received grants shall be required to submit a report or statement to Council showing how funds were expended. The report shall include a summary of the group's income and expenditure on the project. Any unexpended funds are to be returned to the Council at the completion of the project.
9. Council recognises that it is in the public interest that the cost of supplying its services be recorded and recognised in its statements of accounts. Where support is given to community groups or organisations through the supply of assets, services or the waiving of fees, the value of the contribution shall be quantified where possible and recorded as expenditure under the donations allocation.

Application

Community grants are to be administered by the DCCS and approved by Council in the budget. Donations of \$500 or less are to be approved by the CEO. Extraordinary requests for donations above \$500 are to be approved by Council. The policy is to be reviewed every 3 years.

Document and version control table

Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance	
Responsible Directorate	CEO	
Authority of original issue	Council	
Date of original issue	Council meeting date 27 August 2009	
Contact officer	CEO EA	
Date of next review	May 2020	
Document No.	N129882	
Version	Date issued	Brief description
1.0	27/8/2009	Initial issue
2.0	23/1/2013	Full review
3.0	24/5/2017	Full review