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## **COMMUNITY DONATION AND SUPPORT GUIDELINES**

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*Version 1 Last Updated 09/12/2015*

### **1. PURPOSE**

The purpose of this guideline is to provide a consistent process when applying to Council for Community Donations and Support.

### **2. SCOPE**

The guidelines apply to all Community Donation and Support applications, including Financial Support and In-Kind support, requested by community groups, clubs, committees and other community organisations within Carpentaria Shire.

### **3. OBJECTIVE**

To allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities within the Carpentaria Shire communities.

### **4. GUIDELINES**

#### **1. Community Donations over \$500**

- (a) There will be two rounds per financial year:
  - (i) Round one – opening July of each year;
  - (ii) Round two – opening January each year.
- (b) All applications must be received by close of business on the closing date otherwise the application may not be considered.
- (c) Limited funds are available through a competitive process, with applications determined according to funding criteria and merit. Applicants must use the correct form and adhere to the Community Donations Policy. Submission of an application is not a guarantee of success. All decisions are at Council's absolute discretion.

#### **2. Community Donations under \$500**

- (a) One-off donations can be accessed all year round. Wherever possible applications must be received eight weeks prior to the event occurring and must meet the criteria of these guidelines. Before applying, quotes from Council must be obtained to ensure the total cost of donation is under \$500.

### **3. Application Process**

- (a) All applications must be made in the approved Community Donation and Support program application form and signed by the applicant. *(Note: letters or verbal requests will not be accepted);*
- (b) Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event per funding round are only required to complete one application form detailing all events;
- (c) Community Donations under the value \$500 must be received by Council eight (8) weeks prior to proposed event or activity.
- (d) Application for Community Donations over \$500 must:
  - (i) be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and
  - (ii) have two (2) quotes submitted with the application.
- (e) Applications involving the use of Council facilities and/or equipment may require the applicant to attach evidence of a Certificate of Currency as well as a copy of their Public Liability Insurance Policy when requested. Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- (f) Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

### **4. Eligibility Criteria**

- (a) The requested support must provide a direct benefit to the Carpentaria Shire community.
- (b) The applicant must be based in the Carpentaria Shire Council region, have a membership base within the Carpentaria Shire, or be delivering a service which will be of a direct benefit to members of the Carpentaria Shire community.
- (c) Applicants must agree to comply with conditions which Council may apply to the support provided; for example, provision of a not-for-profit organisation's financial statements or evidence of public acknowledgement of Council's support.

### **5. Ineligibility Criteria**

The applications which will generally be considered ineligible for consideration under this Policy include where:

- (a) The applicant is a political organisation;
- (b) The applicant has previously received support and has failed to meet the conditions of that support;
- (c) The applicant has an outstanding debt with Council (including rates and excess water bills);
- (d) The project is for a private commercial (for profit) activity;

- (e) The project does not provide a direct benefit to the Carpentaria Shire community;
- (f) The application is for retrospective support;
- (g) The request is for maintenance of community facilities that are owned by Carpentaria Shire Council. (These requests are to be referred to the relevant operational area of Council);
- (h) The community organisation has a lease agreement or Memorandum of Understanding (MOU) where support is included as a term of that agreement or MOU; or
- (i) Projects do not involve the Carpentaria Shire Council regional community.

## **6. Assessment Criteria**

- (a) Preference will be given to applicants that demonstrate strong community benefit, including to local businesses or need and support for a project or activity;
- (b) Consideration will be given to whether the applicant sought funding from a variety of sources or demonstrate a commitment to contribute funding towards the project;
- (c) Each application will be considered on its merits having regard to the community benefit and funding available from Council's operational budget; and
- (d) The assessment of applications will be conducted in a transparent and accountable manner in accordance with the Community Donations and Support Policy.

## **7. Acquittals**

- (a) Recipients who receive a cash donation above \$1,000 are required to complete an acquittal report no later than six (6) weeks after completion of the project, activity or event. If an applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds.
- (b) Notwithstanding condition 7(a), Council reserves the right to request an acquittal be completed on requests below \$1,000.
- (c) It is recommended that applicants refer to a copy of the original application they sent to Council in order to fill out the Acquittal Report.

### **Further information:**

For further information please contact:

Community Services Assistant at Carpentaria Shire Council.

Phone: (07) 4745 2200  
Email: [csa@carpentaria.qld.gov.au](mailto:csa@carpentaria.qld.gov.au)  
Website: <http://www.carpentaria.qld.gov.au/>

## SCHEDULE 1 – Conditions of Approval Ordinarily Imposed on Successful Applications.

The following conditions apply to requests for Council assistance under the Community Donations and Support program and will ordinarily be imposed on an approval:

1. The use of any part of the donation for purposes other than specified in the letter of approval is not permitted without prior approval in writing by Council;
2. The recipient must ensure that Council is appropriately recognised as a supporter or sponsor to the satisfaction of Council;
3. Where an applicant requests cash to purchase goods council may choose to order the goods on the applicants behalf;
4. Council accepts no responsibility for ensuring the safety or security of persons attending or participating in the event. The recipient indemnifies and releases Council from any and all liability relating to any financial loss, physical injury or damage however incurred in relation to the supported event or activity;
5. Council donations to community organisations do not include GST;
6. All equipment must be returned in good, clean and undamaged condition in accordance with Council's usual terms of hire. Failure to return equipment in a good, clean and undamaged condition will result in cleaning or replacement charges being applied.