

ATTACHMENT 3 - 'FINAL DRAFT' COMMUNITY DONATIONS POLICY (9 PAGES)

POLICY



Name of policy:	Community Donations		
Adoption by Council:		Minute number:	
Last review date:	September 2023		
Review timeframe:	2 years		
Next scheduled review date:	September 2025		
Related legislation:	Local Government Act 1993 (NSW)		
Association policies/documents:	MCC Code of Conduct MidCoast 2030 Community Strategic Plan MCC Annual Donations Program Application Form MCC Small Donations Program Application Form MCC Seed Funding Program Application Form MCC Recurrent Donations Application Form		
Responsible division:	Liveable Communities		

Policy objective

This policy provides a framework for the provision of financial assistance by MidCoast Council ("Council") to eligible organisations for the purposes of delivering community- development and capacity-building projects and activities.

Policy statement

Council is committed to maintaining an annual budget allocation to provide financial assistance, through the Community Donations program, to support the delivery of projects and activities that pursue our values of a connected community and unique, diverse and culturally-rich communities.

Council is committed to ensuring that processes and decision-making relating to the Community Donations program are fair, consistent and transparent.

The following principles guide the implementation of this policy:

- **Equity:** all eligible organisations have equal opportunity to apply for financial assistance;
- **Value for money:** obtaining the best mix of services to meet the community's needs with available funding and selecting the mix of resources that delivers the best possible outcome;
- **Transparency and integrity:** funds are assessed and allocated transparently to recipient projects that demonstrate integrity in their delivery;

- Capacity building and community ownership: recognition that the best outcomes can be achieved through building upon the skills and assets that already exist in the community; and meaningful empowerment of the people to fulfil community desires and aspirations;
- Innovation: projects that don't duplicate existing projects or services, and show that they meet a need in the community;
- Sustainability: that community infrastructure is built, developed and maintained in a way that ensures long-term viability and minimal impact on Council's ongoing maintenance budget;
- Consistency: funding administration procedures are consistent within programs, across individual Council sections and as new funding programs evolve;
- Collaboration: the best outcomes can be achieved for people and the community through collaboration between Council, Council departments, community groups and organisations, business and individuals; and
- Probity: funding administration must be conducted with integrity, honesty and scrutiny.

Coverage of the policy

This policy applies to financial and in-kind assistance provided by Council to eligible organisations through the Community Donations program for the delivery of projects and activities in the MidCoast Council local government area.

This policy does not apply to sponsorships or events where:

- their primary purpose is outside the objectives outlined in this policy; and/or
- Council receives or requires something of value in return for their contribution.

Strategic Plan link

Values: Our unique, diverse and culturally rich communities; and a connected community.

Strategy: Support the strengthening of social connectedness through programs and partnerships.

Policy content

Council provides financial assistance to eligible organisations for community development and capacity-building activities under the following Community Donations program categories:

1. Annual Donations Program;
2. Small Donations Program;
3. Seed Funding Program; and
4. Recurrent Donations Program (Rates and Fixed).

1. Annual Donations Program

Purpose:	To provide eligible organisations with a one-off donation to: <ul style="list-style-type: none"> • deliver community development and capacity-building projects and activities; or • purchase small items of equipment required to deliver community development and capacity-building projects and activities.
Value:	Eligible organisations may apply for a donation of up to \$2,000. Eligible organisations may only be granted one donation under this program per funding round.
Exclusions:	Applications for the following will not be considered: <ul style="list-style-type: none"> • funding for items related to ongoing operations or administrative costs such as uniforms, newsletters, utilities, stationery or wages; • funding for events; • projects and services that duplicate core business of Council and/or state or federal government departments. Schools and P&C organisations are not eligible to apply • capital works requests on privately-owned land which benefit private or fee-paying membership patrons only; • cash prizes for individuals or teams; • reimbursement of funds that have already been spent or expenses that have already been incurred; and/or • fundraising via direct requests for donations.
Application:	Funds under this program are made available on application through an annual competitive funding round, generally in the first quarter of each calendar year. Applicants must complete Council's 'Annual Donations Program Application Form' to apply. Organisations may only submit one application in this category in each funding round.
Assessment criteria:	Applications under this category will be assessed with consideration to: <ul style="list-style-type: none"> • the extent to which they pursue one or more of the following objectives; <ul style="list-style-type: none"> ○ Facilitate the establishment of new, innovative community capacity-building and development projects and services which align with the MidCoast Council Community Strategic Plan; ○ Develop existing community projects and services, or purchase of equipment which builds capacity to enhance the lives of those living in the MidCoast Council local government area;

	<ul style="list-style-type: none"> ○ Demonstrate a shared contribution to community projects and services, by the applicant and Council; ○ Support for not-for-profit organisations and community-based groups which provide a service meet a demonstrated need within the community, where alternate funding cannot be sought. • the extent to which the project or activity budget demonstrates good value for money and is comprehensive and realistic together with the organisation's current financial position; and • the extent of 'in-kind' support and/or additional sources of funding.
Assessment process:	<p>Applications are assessed by a panel of three Councillors appointed by Council for a period of two years. A team of three Council Officers, led by the Community Development Officer, will conduct a pre-assessment of applications against the policy and make recommendations for the panel's consideration.</p> <p>Where necessary, advice may be sought from relevant Council committees and/or officers as part of the assessment process.</p>
Accountability:	Recipients are requested to provide Council with a 'Donation Outcomes Report' at the end of financial year.

2. Small Donations Program

Purpose:	<p>To provide eligible organisations with a small donation to assist in the:</p> <ul style="list-style-type: none"> • delivery of minor community capacity building and development projects and activities; or • purchase minor items of equipment required to deliver community development and capacity-building projects and activities.
Value:	<p>Eligible organisations may apply for a donation of up to \$150.</p> <p>Eligible organisations may only be granted one donation under this program per financial year.</p>
Exclusions:	<p>As per exclusions for 'Annual Donations Program' with the following exception:</p> <ul style="list-style-type: none"> • schools are eligible to apply for prizes for year-end award functions
Application:	Funds under this component of the program are available for application throughout the year. Applicants must complete Council's 'Small Donations Program Application Form' to apply.
Assessment criteria:	<p>Applications under this category will be assessed with consideration to:</p> <ul style="list-style-type: none"> • the extent to which they pursue one or more of the objectives that apply to the Annual Donations Program; and • the availability of program funds.

Assessment process:	<p>The Mayor is delegated authority to approve applications for small donations, with the Community Development Officer responsible for assessing applications and providing recommendations for the Mayor's consideration.</p> <p>Donations made under the Small Donations Program will be reported to Council on a monthly basis, and included on Council's Donations Register.</p>
Accountability:	Recipients are encouraged to provide Council with information and/or photographs showing the benefits delivered with the donation.

3. Seed Funding Program

Purpose:	<p>To provide eligible organisations with fixed-term seed funding to:</p> <ul style="list-style-type: none"> • establish self-sustaining activities; or • build provide capacity to be self-sustaining
Value:	<p>Eligible organisations may apply for up to \$10,000 in funding over a term of up to two years.</p> <p>Eligible organisations may only be granted one allocation of funding under this program in any two-year period.</p>
Application:	<p>Funds under this program are made available on application through an annual competitive funding round, generally in the first quarter of each calendar year. Applicants must complete Council's 'Seed Funding Program Application Form' to apply.</p> <p>Organisations may only submit one application in this category in each funding round.</p>
Assessment criteria:	As per criteria for 'Annual Donations Program'.
Assessment process:	<p>Applications are assessed by a panel of three Councillors appointed by Council for a period of two years. A team of three Council Officers, led by the Community Development Officer, will conduct a pre-assessment of applications against the policy and make recommendations for the panel's consideration.</p> <p>Where necessary, advice may be sought from relevant Council committees and/or officers as part of the assessment process.</p>
Accountability:	Recipients will be required to provide Council with six-monthly progress reports and a final 'Project Acquittal' at the end of the funding period.

4. Recurrent Donations Program (Rates and Fixed)

Purpose:	<p>This program is now closed, and no further applications will be considered.</p> <p>This category of funding provides a fixed number of organisations with pre-existing approval for land rates subsidies and/or recurrent donations to:</p> <ul style="list-style-type: none"> • further the delivery of the service functions of Council; and/or • support the delivery of emergency services.
Value:	Variable, based on assessment.
Accountability:	Recipients are requested to provide Council with a 'Donation Outcomes Report' at the end of financial year and confirm that their circumstances remain unchanged.

Definitions

Community-based group is defined as a group with a clear purpose and objectives, however may not have progressed to the point of having legal status. The group must be open, be managed by a committee, maintain up-to-date financial records and contribute in a positive way to the wellbeing of residents in the MidCoast Council local government area.

Community capacity building is defined as promoting the capacity of local communities to develop, implement and sustain their own solutions to problems in a way that helps them shape and exercise control over their physical, social, economic and cultural environments.

Donation is defined as a cash or in-kind contribution for a specified purpose in line with section 356 of the Local Government Act.

Eligible organisation is defined as an incorporated association and not-for-profit organisation that operates and delivers activities in the MidCoast Council local government area.

An unincorporated community-based group that operates and delivers activities in the MidCoast Council local government area may apply for assistance under this Policy under the auspice of an Eligible Organisation.

Individuals, commercial organisations and organisations that are the responsibility of State or Federal Governments (eg Schools) are not eligible to apply for assistance under this Policy.

Not-for-profit organisation is defined as an organisation whose income, assets and surplus funds are used to achieve its purpose and objectives and are not distributed to members, owners or shareholders while it is operating and ceases to operate. The legal status of these organisations may include incorporated associations, companies limited by guarantee, charities and co-operatives.

Service functions of Council are defined as the activities carried out by Council, appropriate to the current and future needs of the community, as outlined in Council's Delivery Program and Operational Plan.

Responsible officer

Manager Community Services.

Attachments

A: List of Recurrent Donations (Rates and Fixed).

FINAL DRAFT

Attachment A

List of Recurrent Donations (Rates and Fixed)

Organisation	Type of support	17/18 amounts (\$)
Blackhead Surf Life Saving Club	Rates subsidy	1,054.70
Bobin School of Arts Hall	Rates subsidy	322.97
Bulahdelah War Memorial Reserve Trust	Rates subsidy	439.15
Bulga Soldiers Memorial Hall	Rates subsidy	504.25
Burrell Creek Hall	Rates subsidy	469.75
Caffreys Flat Public Hall	Rates subsidy	323.00
Cooperbrook School of Arts Hall	Rates subsidy	640.36
Crowdy Head Surf Life Saving Club	Rates subsidy	884.65
Cundletown Soldiers Memorial Hall	Rates subsidy	3,289.31
Hannam Vale Hall	Rates subsidy	570.60
Harrington Memorial Hall	Rates subsidy	2,561.42
Killabakh Community Hall	Rates subsidy	388.36
Krambach School of Arts Hall	Rates subsidy	1,099.90
Lansdowne School of Arts Hall	Rates subsidy	623.78
Marlee Public Hall	Rates subsidy	384.82
Mitchell's Island School of Arts Hall	Rates subsidy	1,017.35
Mondrook Hall	Rates subsidy	774.07
Mooral Creek Hall	Rates subsidy	360.94
Mount George School of Arts Hall	Rates subsidy	530.79
Old Bar Memorial Hall	Rates subsidy	1,649.86
Oxley Island School of Arts Hall	Rates subsidy	855.46
Pacific Palms SES	Rates subsidy	484.65
Stroud Road Community Hall and Progress Association	Rates subsidy	1,626.41
Tinonee School of Arts Hall	Rates subsidy	806.09
Trustees of Bunyah Hall	Rates subsidy	1,398.14
Trustees of School of Arts Bungwahl	Rates subsidy	2,294.15
Trustees Wallamba Agricultural & Horticultural Association (Nabiac Showground Hall)	Rates subsidy	2,195.75
Upper Lansdowne Memorial Hall	Rates subsidy	579.45
Wherrol Flat Hall	Rates subsidy	421.98
Barrington & District Progress Association (Barrington Hall)	Fixed Donation	1,000
Gloucester Arts and Cultural Council Inc	Fixed Donation	10,000

Surf Life Saving Clubs (\$5,000 each)	Fixed Donation	35,000
<ul style="list-style-type: none"> • Black Head • Cape Hawke • Crowdy Head • Forster • Pacific Palms • Taree/Old Bar • Tea Gardens 		
Taree Volunteer Rescue Association	Fixed Donation	3,000
Bulahdelah Historical Society	Fixed Donation	1,000
Gloucester Historical Society	Fixed Donation	2,300
Gloucester Museum	Fixed Donation	3,000
Great Lakes Historical Society	Fixed Donation	3,000
Westpac Rescue Helicopter (Gloucester Support Group)	Fixed Donation	2,000

FINAL DRAFT