

DONATIONS AND GRANTS

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OBJECTIVES

Orange City Council wants to help its local community under the following programs:

1 Small Donations Program

Assistance to not-for-profit groups that offer significant contribution to the social, economic and/or environmental wellbeing of the Orange Local Government Area (LGA), assistance to non-sport individuals or teams representing Orange at a national or international event and assistance for annual prize giving (Central Women's Association (CWA) and Orange Eisteddfod).

2 Educational Support and Recognition Program

Assistance to individuals undertaking the Graduate Certificate in Community Leadership and Resilience Scholarship at Charles Sturt University and assistance for annual Year 12 prize giving.

3 Sports Participation Program

Assistance to individuals who have been selected in representative levels and assistance to sports organisations sending teams to championship events.

4 Sports Facility Partnership Program

Assistance to local sporting clubs to improve local sporting facilities.

APPLICABILITY

This policy applies to all not-for-profit individuals, community groups and sporting groups that are residents in, or who conduct their activities in, the Orange Local Government area for the specific benefit of residents of the Orange Local Government area.

This policy is in accordance with these sections in the *Local Government Act 1993*:

- 1 section 356 (financial assistance)
- 2 section 377 (delegated authority)

And in accordance with this section in the *Local Government Regulation 2005*:

- 3 section 207 (record of donations for auditing purposes).

GENERAL CONDITIONS

- 1** An application form has to be completed for requesting financial assistance. Requesting financial assistance by any other means (eg, e-mail, letter, sponsorship pamphlet), will not be considered. Council will advise the applicant of this policy and request the applicant to complete the required application form. All requests for donations and grants must illustrate how outcomes align with Council's Community Strategic Plan objectives.
- 2** Applicants are limited to one application in a financial year unless the Programs show that more applications can be submitted.
- 3** Council will consider applications on merit, in consideration with other applications received and in consideration with the budget for donations and grants.
- 4** An acquittal form is to be completed and returned to Council for each donation provided.
- 5** Ineligible applications will be not be considered. They will be returned to the applicant.
- 6** No fee reductions or fee waiving of Council fees can be approved under this Policy. Fee reductions and fee waiving come under section 610E of the Local Government Act 1993 and cannot be given under section 356 of that Act.
- 7** Government entities are ineligible.
- 8** Schools are unable to apply for donations for equipment, infrastructure or maintenance. Schools may apply for a donation if they are holding a community event open to the public or if they are holding a very significant, milestone anniversary event (50-years or more).
- 9** Fundraising events where the funding raised from the event will be sent to organisations outside the Orange Local Government Area are ineligible.
- 10** Applicants that have an outstanding debt with Council are ineligible.
- 11** Donations and grants cannot be used to pay for the applicant's insurance costs or project insurance costs.
- 12** Donations and grants will not be retrospectively applied.
- 13** Where applications are seeking funding for capital works or purchase of equipment, attaching three quotations and/or a quantity survey will strengthen the application.
- 14** Where a community event or works are to be conducted on Council property, certificates of currency for insurances by the applicant/suppliers will be required.
- 15** Community events on Council properties must be conducted in accordance with Council's events management policy.
- 16** Recipients may be required to provide evidence of expenditure with local businesses to demonstrate the direct impact of a project/program for which they are seeking financial support.
- 17** All payments to applicants will be via electronic transfer.
- 18** A tax invoice, invoice or Statement by a Supplier form is not required for Council to pay a donation (as nothing is needed to be supplied for the payment).
- 19** If financial assistance is made in return of a supply for the payment, a tax invoice, invoice or Statement by Supplier form is required.

SMALL DONATIONS PROGRAM (GST does not apply)

\$64,000 budget in each financial year

Program Conditions (in addition to General Conditions)

- Applications will be determined by Council in four rounds in each financial year (\$16,000 reserve for each round). Quarterly reports to Council will occur in July, September, December and April. Applications may be considered monthly in extraordinary cases only.
- Funding must be fully expended in the financial year allocated and unspent funds paid back to Council.
- Council will consider an exception to this when a service club is raising money for a large-cost, eligible project. Council will consider allowing a service club to expend the donation over a three-year period and to apply for the same project in the second and third year if the funding for the project total has not been fully raised (but not to apply for donation for a different purpose during this period) and the service club must submit an acquittal in each of the three years.
- The maximum donation amount can be exceeded for not-for-profit organisations working with the vulnerable. Applicants still apply within the maximum donation amount in the relevant category. Council's consideration to exceed the maximum donation will look at whether there is remaining money in the budget after all applications have been considered and determined in the subject round.

Program Categories

- 1 Projects or Equipment Purchase or Providing a Community Service**
Maximum* of \$2,500 per applicant (* a lesser amount may be donated).
Must be a not-for-profit applicant. Three quotations needed for purchases.
- 2 Community Events (not being Event Sponsorship)**
Maximum* of \$2,500 per applicant (* a lesser amount may be donated).
Must be a not-for-profit applicant.
- 3 Non-sport Individuals or Teams Representing Orange at a National Event or at an Overseas Event**
Maximum* of \$1,000 per applicant (* a lesser amount may be donated).
- 4 Prize Giving (Central Women's Association (CWA) and Orange Eisteddfod)**
Maximum* of \$500 per applicant (* a lesser amount may be donated).
Must be a not-for-profit applicant.
- 5 Grand Finals, Carnivals/Championships and Invitationals**
Maximum* of \$1,000 per applicant (a lesser amount may be donated).
Must be a not-for-profit applicant.

EDUCATIONAL SUPPORT AND RECOGNITION PROGRAM (GST does not apply)

\$16,000 budget in each financial year

Program Conditions (in addition to General Conditions)

- Applications can be determined by the Chief Executive Officer under section 377(1A) of the Local Government Act and considered within 7 days of receipt. Quarterly reports on donations given will be submitted to Council.

Educational Support

1 Graduate Certificate in Community Leadership and Resilience Scholarship at the Charles Sturt University (\$12,000 reserve in each year)

- Donations will be made from December to February each year (ahead of the March intake of this Scholarship).
- Applicants must be Orange residents.
- Applicants must be undertaking the Graduate Certificate in Community Leadership and Resilience Scholarship at the Charles Sturt University and provide evidence of enrolment.
- Assistance is \$1,200 maximum. 10 applicants can apply within the reserve for this Program.

Educational Recognition

1 School Annual Prize Giving for Year 12 (\$4,000 reserve in each year)

- Assistance is a \$500 donation to each of the 8 high schools in Orange.
- The donation is via the schools for annual prize giving to Year 12 students.

SPORTS PARTICIPATION PROGRAM (GST does not apply)

\$13,900 budget in each financial year

Program Conditions (in addition to General Conditions)

- Applications can be determined by the Chief Executive Officer under section 377(1A) of the Local Government Act and considered within 7 days of receipt. Quarterly reports on donations given will be submitted to Council.
- Written proof of selection from the body running the event/making the selection must be provided with the application form.
- Applicants can receive more than one donation in a financial year if:
 - an applicant has been selected in regional representation and has then been selected in state representation and/or in national representation in one sport;
 - an applicant has been selected in regional representation and/or state representation and or/national representation in more than one sport.
- The number of donations available to an applicant in the Sports Participant Program is capped at three in the one financial year. An applicant is ineligible for another donation at the same level for the same sport in one financial year.
- If a team has received a donation, an individual in that team cannot be given a donation for the same representation.
- Regional representation is not Orange representation. Regional and state representation will be as determined by the peak State body for the sport. National representation will be as determined by peak National body for the sport.
- The location and duration of the sports event to be attended and costs arising from selection will be taken into consideration in determining the donation amount applicable.

Program Categories

- 1 Regional representation - Individual** (individual selected in a Regional team)
Maximum* of \$250 per applicant (*a lesser amount may be donated).
- 2 State representation - Individual** (individual selected in State team)
Maximum* of \$500 per applicant (*a lesser amount may be donated)
- 3 National representation - Individual** (individual selected in a National team)
Maximum* of \$1,000 per applicant (*a lesser amount may be donated).
- 4 Regional representation at State titles** (for a club/association for one team only)
\$250 total for the team.
- 5 Regional representation at State titles** (for a club/association with multiple teams)
\$750 total for the club/association.
- 6 State representation at National titles** (for a club/association for one team only)
\$500 total for the team.
- 7 State representation at National titles** (for a club/association with multiple teams)
\$1,000 total for the club/association.
- 8 National representation at International titles** (for a club/association for one team only)
\$1,000 total for the team.
- 9 National representation at International titles** (for a club/association with more than one team)
\$2,000 total for the club/association.

SPORTS FACILITY PARTNERSHIP PROGRAM (GST applies)

\$50,000 budget in each financial year

Objectives

- Improve sporting and recreational facilities for local sporting organisations and the local community.
- Create partnerships between Orange City Council and sporting groups in the development of sport and recreational facilities in the City.
- Improve opportunities for local sporting organisations to host major sporting events.
- Improve resources available to local sporting organisations and community groups.
- Enhance the long-term sustainability of the sport.

Guidelines

- 1** Grants will be considered from incorporated not-for profit sporting bodies in the City that have an Australian Business Number.
- 2** Grants are offered to sporting bodies for improvements to sporting and recreational facilities located within the Orange Local Government Area and includes funding for minor plant.
- 3** Grants are on a dollar-for-dollar basis for actual funds. Donated materials and/or voluntary labour will be considered when estimating the cost. Voluntary labour is capped at \$25/hr unless trade qualified services are being provided. Quotations for each component of a project is required.
- 4** Maximum grant available will be \$15,000.
- 5** Evidence of sufficient funds being held to match the grant will be required before the grant is approved. For example, a copy of a recent bank statement should be attached to the application form.
- 6** Applications should address any ongoing maintenance and/or expenses associated with the proposed project.
- 7** It is preferred that grants are sufficient to finish a project within a twelve-month period from approval, however stated projects will be considered.
- 8** The grant can only be used for the purpose approved by Council. Any alterations to approved projects should be applied for in writing and are subject to Council's written consent.
- 9** If grants are for structures, relevant development application and/or application for construction certificate must be approved by Council before funding will be available.
- 10** Should more than one application be submitted by an associated, the association must rank their projects in order of priority. All applications should be accompanied by a letter of support from local peak bodies.
- 11** It should be noted that applications for projects on Council-owned land or Council-managed land are generally given a higher priority for funding.
- 12** Applications for the Sports Facility Program will open once a year.
- 13** All applications will be assessed with a following report prepared for Council's consideration on the disbursement of funds. Funds will be distributed to sporting organisations as resolved by Council.

Projects considered

- a) The enhancement of existing sporting facilities such as safety netting, lighting, water systems and upgrade of surfaces.
- b) The provision of ancillary and support facilities at established sporting facilities (eg, sun-protection shelters, change rooms and grandstands).

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- c) The purchase of equipment that will improve the quality or function of a facility (eg, cricket wicket roller, timing equipment).
- d) The project meets the objectives of the program.

Projects not considered

- a) Sporting goods (eg, bats, balls, uniforms).
- b) Projects that have already been completed.
- c) Construction or sealing of car parks or roads.
- d) Projects that involve the development of private or commercial ventures.
- e) General maintenance of sporting facilities (eg, painting).
- f) Applications requesting a grant of more than \$15,000.

RELATED POLICIES/DOCUMENTS

Application forms for Donations and Grants

(www.orange.nsw.gov.au/donations-and-grants)

Responsible Area - Corporate and Commercial Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1	31 January 2006	06/685	7	25 June 2019	19/332
2	January 2007	07/207	8	19 November 2019	19/576
3	November 2009	09/453	9	21 April 2020	20/117
4	4 February 2014	14/38	10	6 October 2020	20/351
5	19 December 2017	17/583	11	20 April 2021	21/104
6	5 June 2018	18/254	12		
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SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
December 2020	<ul style="list-style-type: none"> • Full revision of the policy.
June 2020	<ul style="list-style-type: none"> • Minor updates. • 7 - School parent and citizens/friends bodies can submit donation applications that meet the objectives of this policy (social, economic or environmental wellbeing) and are for significant milestone/anniversary events open to a large section of the community. • 12 - Council can consider approving financial assistance for not-for-profit organisations working with the vulnerable over maximum amounts in extraordinary periods such as COVID-19 where there is a lot more pressure on this section of our community. No public exhibition will then be needed because this will be in line with the policy.
April 2020	<ul style="list-style-type: none"> • Minor updates. • 26b - A service club cannot apply for a donation for the same project in the second and third year if they have already raised the money for their project total. • 26c.i - Three quotations need to be attached to applications for purchase of equipment.

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	<ul style="list-style-type: none"> • 10c and 26c.vi - Local sporting associations hosting Grand Finals, Carnivals/Championships and Invitationals can apply for assistance up to \$1,000 even if they have received financial assistance in the same financial year under the Sports Facility Program and/or the Sports Participation Program.
November 2019	<ul style="list-style-type: none"> • Rates Reimbursement and Hire Fees Reduction have been removed as these come under section 610E of the Local Government Act 1993 (Waiving Payment or Reducing Fees). Section 610E has very specific conditions and a very different process. Waiving payments and reducing fees cannot be given under section 356 • Applicants who previously applied for a donation under Rates Reimbursement and Hire Fees Reduction can still apply for a donation on the basis of a project, purchase of equipment or provision of community service. The maximum of the category is the same. • In the same way donations cannot be used to pay an applicant's insurance costs, donations cannot be used to pay for fees and charges applied to the applicant. • A new category has been added for school students who have been selected to attend a National event or an event overseas representing Orange. This is similar to the Sports Participation Program. • An exception can be considered for the requirement to fully expend a donation in the current financial year for service clubs with large-cost, eligible projects. • Major Event Sponsorship has been removed as this now sits under its own, separate strategic policy – ST144 – Event Sponsorship Program. • Funding Agreements have been removed as they relate to Major Event Sponsorship. • General Donations has been renamed Small Donations.
May 2019	<ul style="list-style-type: none"> • Removal of weightings. • All categories in General Donations and Rates Reimbursement both have the same maximum amounts (\$2,000.00), except for School Prize Giving, which has been raised from \$200.00 to \$500.00. • General Donations and Event Sponsorship will be assessed in four quarters in each financial year but applications may be considered monthly for emergent reasons. • Sports Participation Program can be determined by the General Manager under section 377(1A) of the <i>Local Government Act</i>. • Individual representation in Sports Participation Program has been raised - Regional from \$100.00 to \$250.00, State from \$250.00 to \$500.00 and National from \$500.00 to \$1,000.00. • Organisations can apply for more than one donation or sponsorship in a financial year if new emergent reasons arise after the first donation. • Assessment will be based on merit, in align to other applications received and in align to Council's budget for donations and sponsorships.
May 2018	<ul style="list-style-type: none"> • Remove requirements to supply a tax invoice for payment, and clarify when a Tax Invoice is required in relation to points 17a and 17b.
March 2018	<ul style="list-style-type: none"> • Weightings do not apply to all categories. • Weightings relate to the maximum amount in a donation category, not to the requested amount.

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	<ul style="list-style-type: none"> • Another section has been added to weightings to enable small requests for non-profit entities already 75% or under of the maximum amount to receive their full request. • Fund-raising events where funding raised from the event will be given to organisations outside of the Orange LGA or will be used as a donation to another entity will not be supported by this policy. • More than one application can be made in the Sport Participant Program Donation category and an organisation that has been given a donation from the Sports Facility Partnership Program category can still make applications in the Sport Participant Program Donation category. • A tax invoice, an invoice or a Statement by a Supplier is required to enable Council to pay approved donations. • The maximum amount of general donations - miscellaneous has been changed from \$200 ex GST to \$2,000 ex GST. • Rates reimbursement has been updated to be capped at \$2,000 (ex GST) and to confirm that rates reimbursement is for the generate rate plus the base amount for one property only in a financial year. • Maximum amounts for event sponsorship will be determined by event duration, participation levels and the applicant's ability to raise funds during the event (eg, ticketed events). • Maximum amount for reduction of hire fees has been changed from \$500.00 (ex GST) to \$1,000 (ex GST). Weightings apply. Ticketed events are ineligible. Quotations for the fees are required. • Council will donate the annual per-capital contribution to the Western Academy of Sport from the Sports Participation Program.
November 2017	<ul style="list-style-type: none"> • Combined the Operational and Strategic Policy into one policy • Revision of the application forms • Addition of weightings to give new and not for profit applicants precedence
December 2013	<ul style="list-style-type: none"> • Addition to reference to section in Local Government Act in the objectives. • Category 2 requests to be considered on a quarterly basis, rather than monthly.