

### Background & Issues

Council is frequently asked to make donations to a wide variety of causes with varying degrees of merit. Typically the types of requests fall into the following categories:

- Sport and Recreation (including support for State or National representation) (Recreation Services)
- Arts & Culture and Community (Community Services)
- External aide bodies with broad scope (Corporate Services)

Council has traditionally allocated a small annual budget under the category of 'Donations'. Funds are limited, are discretionary in nature and applications will be considered subject to budget availability.

### Objectives

To the extent possible, assist requests for donations that primarily support the local community where it is reasonable for the Council to expect the request is not the responsibility of State or Commonwealth agencies or other bodies.

### Definitions

For the purpose of understanding this policy the following general definitions apply:

- A **donation** is a cash contribution to an individual or an organisation that may be associated with a particular event, purpose or project but does not carry with it any specific guidelines for use, nor any acquittal requirement;
- **Sponsorship** is a cash contribution to an individual or organisation for a specific purpose or event where the Shire of Manjimup receives public recognition for its contribution in a manner negotiated by both parties and where the funded individual or organisation will be required to present a financial acquittal to the Shire;
- A **grant** is a cash contribution made to an organisation for the sole purpose of the delivery of a specific one-off project with mutually agreed outcomes which must be fully financially acquitted to the Shire at the conclusion of that project;
- An **in-kind** donation is a donation of Shire of Manjimup services and/or resources where no cash is exchanged. In-kind requests include but are not limited to subsidised or waived venue hire fees, traffic management, the loan of rubbish bins for events and various applications of staff time and other resources.

This Policy is primarily concerned with "Donations".

### **Area of Application**

Requests for donations presented to the Shire of Manjimup outside of any other request for a grant, sponsorship or in-kind support will be assessed against the following donation principles:

- Requests from non-resident individuals or organisations which do not directly serve or represent the community of the Shire of Manjimup will be disregarded and automatically refused;
- Requests from commercial organisations will not be considered unless they directly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of, the Shire of Manjimup;
- Requests for donations which are the responsibility of State or Commonwealth agencies or other bodies will not be considered.
- This policy specifically excludes the following:
  - Event assistance otherwise provided by the Council
  - Community grants allocated by the Council
  - Schools or school related activities
  - Government agencies
- Requests from locally based people or organisations and/or those which directly serve or represent the community of the Shire of Manjimup will be considered with the application of the following general principles:
  - a) If the applicant is an individual who is a resident of the Shire of Manjimup and is unemployed or a full time student of a recognised educational institution, they may seek support for travel in order to represent the Shire, Region, State or Australia in a recognised area of endeavour, such as sport or the arts; and where they are not deemed eligible for state travel scheme funding such as that offered by the Department for Sport and Recreation and South West Academy of Sport;
  - b) If the applicant is a newly established community group based in the Shire of Manjimup working for the benefit of Shire of Manjimup residents, they will be eligible for an establishment donation of \$200 to assist with set up costs including those associated with incorporation of the organisation;
  - c) Donation requests from organisations for specific projects originating in and/or directly and significantly benefiting the Shire of Manjimup community will be considered on a case by case basis, in light of the relevance to the Shire's organisational and community strategic goals. A maximum value of \$250 will apply to cash donations to groups. Only one cash donation will be made to any group in one financial year unless exceptional circumstance exist which warrant the provision of more than one donation.

### **Policy Measures**

Requests for donations must be received in writing and sufficient justification given to warrant consideration under one or more of the following categories:

#### Sport & Recreation

Subject to sufficient budget funds being available, written applications for assistance towards sport and recreation activities may be considered for:

- a) Travel assistance for individuals up to \$200 for State representation and \$300 for National representation.
- b) Travel assistance for teams which include two or more local residents up to \$400 for State representation and \$600 for national representation.
- c) Prizes for local sporting competitions up to \$50.
- d) Donations to key regional sporting events, that do not seek Community Grant event funding, will be capped at \$100.

#### Arts & Culture and General Community

Subject to sufficient budget funds being available, written applications for assistance towards art and culture activities may be considered where they demonstrate:

- a) Special circumstance or need exists to warrant a donation.
- b) A significant benefit to the community.
- c) That the group is a community group or non-profit organisation or running a non-profit activity.
- d) That the group's financial status is such as to justify a donation from Council.
- e) New groups may be eligible for a \$200 donation to assist with establishment costs.
- f) Travel assistance for individuals up to \$200 for State representation and \$300 for National representation.

#### External Aide Bodies

Subject to sufficient budget funds being available, written applications for assistance towards external aide bodies may be considered where they demonstrate:

- a) A potential direct benefit to the local community and
- b) The group is a community group or non-profit organisation or running a non-profit activity, and
- c) The group's financial status is such as to justify a donation from Council.

#### **Administration**

Applications must be lodged in writing and be supported by sufficient justification. Donation recipients are asked to publically acknowledge assistance provided by the Shire of Manjimup.

#### **Adoption and Date Due for Review**

**ADOPTED 12 SEPTEMBER 2002**  
**REVIEWED SEPTEMBER 2008**  
**REVIEWED 27 MARCH 2014**  
**REVIEWED 14 APRIL 2016**

**NEXT DUE FOR REVIEW APRIL 2021**

**The Administration of this Policy is by the Community Services Division  
and the Office of CEO.**