



Background and Issues

Council frequently receives requests from community members and organisations for donations towards supporting local activities. To address requests for donations, Council has established a limited annual budget for donations.

Typically, the requests fall into the following categories:

- Sport and recreation including support for state or national representation.
- Arts, culture and community.
- External aid bodies with broad scope.
- Specific purposes (eg. Anzac Day commemorations, Thank a Volunteer Day celebrations).

While Council is committed to supporting local initiatives, the limited resources available necessitate a considered evaluation of each donation request.

Objectives

This Policy aims to provide a framework for the submission, evaluation, and administration of donation requests, including the allocation of funding from the annual budget.

Council will prioritise assisting requests for donations that primarily support the local community where it is reasonable to expect the request is not the responsibility of state or Commonwealth agencies, or other bodies.

Area of Application (Eligibility)

To be eligible for consideration, donation requests must fulfil the following criteria:

Criteria	Description
Strategic alignment	The proposed activity must align with Council's strategic priorities and community goals.
Demonstrated need	The applicant must provide evidence of the need for financial assistance.
Applicant criteria	Local individual: Residents of the Shire of Manjimup who are unemployed or a full-time student of a recognised educational institution, may seek support for travel related to state or national representation in a recognised sporting area of endeavour. Those who do not meet this criterion may still apply if they can demonstrate financial hardship.

	<p>Newly established Shire community group: May receive a donation towards establishment costs.</p> <p>Local community organisations: Donation requests for specific projects benefiting the Shire community will be considered on a case-by-case basis.</p>
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Exclusions

The following types of requests will not be considered for donation funding:

Request type	Details
Non-resident requests	Requests from individuals or organisations not directly serving or representing the Shire of Manjimup community.
Commercial requests	Requests from commercial organisations will not be considered unless they directly relate to community or not-for-profit projects in the Shire.
Event assistance	Requests for donations towards event assistance otherwise provided by Council.
Community grant recipients	Requests for donations towards projects that have received funding through the Shire of Manjimup Community Grant fund.
Government agencies	Requests from government agencies will not be considered.
Schools	Requests from schools will not be considered. Donations towards school P&C group activities are eligible to receive donation funding.
State or Commonwealth responsibility	Requests for donations which are the responsibility of State or Commonwealth agencies or other bodies.

This policy does not apply to sponsorship requests, grant funding applications or in-kind donation requests.

Policy Measures

For the purpose of understanding this Policy, the following general definition of 'donation' applies:

'The provision of a cash contribution, or items of value, to an individual or an organisation, towards a particular event, purpose or project, with no specific guidelines for use, nor any acquittal requirement.'

Only one donation will be made to any individual or group in one financial year, unless exceptional circumstances exist which warrant the provision of more than one donation.

Requests for donations must:

- Be received in writing via the Shire of Manjimup Donation Request Form.
- Provide sufficient justification that:
 - The request is eligible under the criteria listed in this Policy.
 - The group/individual's financial status warrants the provision of a donation.
 - Where the applicant is a community organisation, that there is a significant benefit to the community.
- Be publicly acknowledged by the recipient when requested.

1. Sport and recreation

Subject to sufficient budget funds being available, a donation request for sport and recreation related activities may be considered as per the details outlined in the table below.

Donation type	Details		Maximum donation
Travel assistance (where the travel is not eligible for state travel scheme funding)	State representation	Individuals	\$200
		Teams with two or more local residents	\$400
	National representation	Individuals	\$300
		Teams with two or more local residents	\$600
Prizes (eg. trophies)	For local sporting competitions		\$50
Key regional sporting events	Must not have received community grant funding for the event		\$100

2. Arts, culture and general community

Subject to sufficient budget funds being available, a donation request for arts, culture and general community related activities may be considered as per the details outlined in the table below.

Donation type	Details	Maximum donation
Establishing new community groups	A one-off donation towards establishment costs.	\$200
Specific project originating in and/or significantly benefiting the Shire of Manjimup community	Only one donation will be made to any group in one financial year unless exceptional circumstances exist which warrant the provision of more than one donation.	\$250

In some circumstances, Council may allocate separate funds in the Shire's annual budget for specific community purposes (eg. Anzac Day, Thank a Volunteer Day). In these cases, the process for applying for these funds will follow the same method

as for general community donation requests, and in principle the following additional criteria applies:

- Only one request per town/settlement will be financially supported.
- Where multiple organisations in a town/settlement request funding for the same purpose, requests may be considered based on the applicant, the number of beneficiaries of the proposed activity and other funding sources.
- The funding amount depends on the allocated budget and the number of requests received.

3. External aid bodies

Subject to sufficient budget funds being available, written applications for assistance towards external aid bodies may be considered on a case-by-case basis where they demonstrate:

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

Adoption and Date Due for Revision

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REVIEWED 12 SEPTEMBER 2002
REVIEWED 27 AUGUST 2024**

NEXT DUE FOR REVIEW AUGUST 2028

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