

Donations Program Policy

November 2022

newcastle.nsw.gov.au



City of
Newcastle

Table of Contents

Part A	Preliminary	1
1	Purpose	1
2	Scope	1
3	Principles	1
4	Legislative framework	1
Part B	Request, assessment and payment	2
5	Funding limits.....	2
6	Eligibility Criteria	2
7	Assessment and approval of requests	2
8	Payments and tax invoice	3
9	Reporting.....	3
	Annexure A - Definitions	4
	Annexure B - Authorisations	5
	Document Control	6

Part A Preliminary

City of Newcastle (CN) acknowledges the contributions made by Charitable Organisations in the Local Government Area (LGA) and where possible commits limited funds to help these organisations achieve their objectives.

1 Purpose

1.1 The purpose of this policy is to:

- 1.1.1 establish a consistent, equitable and transparent process for responding to requests for Donations of money;
- 1.1.2 ensure all requests are given equitable consideration;
- 1.1.3 ensure the funding of Donations represent value for money for CN;
- 1.1.4 ensure funds provided by CN to Charitable Organisations are allocated in the most effective and accountable manner; and
- 1.1.5 ensure this policy and associated procedures comply with the Local Government Act 1933 (**the Act**) Section 356 and Section 377(1A).

2 Scope

2.1 This Policy applies to all requests for Donations of money.

3 Principles

3.1 Council commits itself to the following principles:

- 3.1.1 **Accountability and transparency** - the Policy provides a framework for the transparent and merit-based provision of support and a system of accountability; and
- 3.1.2 **Equality** - equitable assessment of each request received.

4 Legislative framework

- 4.1 By adopting this Policy, Council is endorsing the Donations program as a specified program of financial assistance in accordance with sections 356 and 377(1A) of the Act.
- 4.2 The Donations program operates within the Newcastle LGA for the benefit of residents of the Newcastle LGA.
- 4.3 All Charitable Organisations in and outside the Newcastle LGA may apply, subject to meeting the Eligibility Criteria.

Part B Request, assessment and payment

5 Funding limits

- 5.1 CN resources are limited and not all requests will be funded.
- 5.2 CN does not guarantee to fund any Donation to the full amount requested.
- 5.3 The elected Council determines the budget for Donations and sets a minimum and maximum amount annually as part of the Operations process.
- 5.4 When the annual budgetary limit is reached, no further requests will be considered.
- 5.5 Applications will be assessed as per Annexure A.
- 5.6 Where a Donation is approved, this is not to be taken as an ongoing commitment to funding for following years.
- 5.7 Requests will be considered on a financial year basis, and Charitable Organisations may apply once per financial year.
- 5.8 To ensure equitable consideration of Donations, Charitable Organisations receiving two consecutive years of funding will not be considered for the following two years.
- 5.9 Donations will not be considered after 30 June in the year of a Council Election, until after the Returning Officer declares the election result in writing.

6 Eligibility Criteria

- 6.1 To be eligible, requests must:
 - 6.1.1 Be on the Donations Program Request Form, and all sections must be completed.
 - 6.1.2 Demonstrate a link to the Newcastle LGA, and any proposed activity must take place in the Newcastle LGA.
 - 6.1.3 Be submitted by a registered Charitable Organisation.
 - 6.1.4 Demonstrate how the Donation will benefit the people of Newcastle and be aligned to CN's [Community Strategic Plan](#).
 - 6.1.5 Not be from a Government Department, with the exception of educational institutions proposing an event that is open to students throughout the Newcastle LGA, and/or brings students from throughout the region to the City, and benefits the wider Newcastle community.
 - 6.1.6 Not be from individuals, commercial businesses, political parties or family of current Councillors.

7 Assessment and approval of requests

- 7.1 Requests must demonstrate how the Donation meets the eligibility criteria in section 6.
- 7.2 Requests will be reviewed and approved as per Annexure A, and an Assessment Panel will be established and made up of:
 - 7.2.1 Manager Finance, Property and Performance; and
 - 7.2.2 Two other CN staff nominated by the Manager Finance, Property and Performance;.

8 Payments and tax invoice

- 8.1 Upon authorisation from CN's Chief Executive Officer, the successful applicant will supply CN with a valid Tax Invoice for the authorised amount.
- 8.2 All invoices must be received before the end of the financial year in which the donation was awarded and the activity held.

9 Reporting

- 9.1 Organisations receiving funding will be required to complete a brief statement of account within 30 days of the expenditure of the donation, including a photograph if possible.
- 9.2 Acknowledgement of CN's donation should be made publicly where possible.
- 9.3 This information will be tabled as part of CN's Annual Report to Council.

Annexure A - Definitions

Donation is a financial contribution made by CN without consideration or conditions other than the Donation must be used in accordance with CN's objectives and have a demonstrated benefit to the community.

Council means Newcastle City Council

Charitable Organisation means a registered charity as listed on the Australian Charities and Not-for-profits Commission (**ACNC**) Register.

Annexure B - Authorisations

Request for Donation	Authority
Applications less than \$2,500	Chief Executive Officer in consultation with the Lord Mayor and Manager Finance Property & Performance
Applications greater than \$2,500 (maximum \$10,000)	Chief Executive Officer on recommendation from the Assessment Panel in consultation with the Lord Mayor

Document Control

Policy title	Donations Program Policy
Policy owner	Chief Executive Officer
Policy expert/writer	Manager Finance Property and Performance
Prepared by	Finance Property and Performance
Approved by	Council
Date approved	22/11/2022
Commencement Date	22/11/2022
Next revision date (date policy will be revised)	30/09/2024
Termination date	30/09/2025
Version	Version number 2
Category	Governance
Keywords	Donation, Charity, not-for-profit, funding
Details of previous versions	Version 1 – ECM: 6423243
Legislative amendments	N/A
Relevant strategic direction	Liveable 1.2 Connected and fair communities
Relevant legislation/codes (reference to specific sections)	Local Government Act 1993 - Section 356
Related policies/documents	2040 Community Strategic Plan Operational Plan Delivery Program Register of Delegations and Authorisations Register of Financial Authority Records Management Policy Code of Conduct Managing Conflicts of Interest in the Public Sector (ICAC)
Related forms	Donations Program Guidelines Donations Program Application
Required on website	Yes
Authorisations	Functions authorised under this Policy at Annexure B