

Newcastle City Council

# Policy

## Donations Program Policy

June 2018

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# Part A Preliminary

Council 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;
  - 1.1.2 ensure all requests are given equitable consideration;
  - 1.1.3 ensure the funding of Donations represent value for money for Council;
  - 1.1.4 ensure funds provided by Council 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 - Section 356 (1), (2) and (3).

## 2 Scope

- 2.1 This Policy applies to all requests for Donations.

## 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;

# Part B Request, assessment and payment

## 4 Funding limits

- 4.1 Council resources are limited and not all requests will be funded.
- 4.2 Council does not guarantee to fund any Donation to the full amount requested.
- 4.3 The elected Council determines the budget for Donations and sets a minimum and maximum amount annually as part of the Operations process.
- 4.4 When the annual budgetary limit is reached, no further requests will be considered.
- 4.5 Applications will be assessed as per Annexure A.
- 4.6 Where a Donation is approved, this is not to be taken as an ongoing commitment to funding for following years.
- 4.7 Requests will be considered on a financial year basis, and organisations may apply once per financial year.
- 4.8 To ensure equality consideration of Donations, organisations receiving two consecutive years of funding will not be considered for the following two years.
- 4.9 Donations will not be considered after 30 June in the year of a Council Election.

## **5 Eligibility Criteria**

- 5.1 To be eligible, requests must:
  - 5.1.1 Be on the Donations Program Request Form, and all sections must be completed.
  - 5.1.2 Demonstrate a link to the Newcastle LGA, and any proposed activity must take place in the Newcastle LGA.
  - 5.1.3 Be submitted by a registered charity organisation.
  - 5.1.4 Demonstrate how the Donation will benefit the people of Newcastle and be aligned to Council's Community Strategic Plan.
  - 5.1.5 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.
  - 5.1.6 Not be from individuals, commercial businesses or political parties.

## **6 Assessment and approval of requests**

- 6.1 Requests must demonstrate how the Donation meets the eligibility criteria in section 5.
- 6.2 Requests will be reviewed and approved as per Annexure A, and an Assessment Panel will be established and made up of:
  - 6.2.1 Manager Finance; and
  - 6.2.2 two other Council staff representatives nominated by the Manager Finance.

## **7 Payments and tax invoice**

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

## **8 Reporting**

- 8.1 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.
- 8.2 This information will be tabled in an annual report to Council.

## Annexure A - Authorisations

Request for Donation	Authority
Applications less than \$2,500	Chief Executive Officer in consultation with the Lord Mayor
Applications greater than \$2,500	Chief Executive Officer on recommendation from the Assessment Panel in consultation with the Lord Mayor

## **Annexure B - Definitions**

**Donation** is a financial contribution made by Council without consideration or conditions other than the Donation must be used in accordance with Council'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 ACNC Register.

# Document Control

Policy title	Donations Program Policy
Policy owner	Chief Executive Officer
Policy expert/writer	Manager Finance
Prepared by	Finance
Approved by	Council
Date approved	26/06/2018
Policy approval form reference	ECM # 5605286
Commencement Date	26/06/2018
Next revision date (date policy will be revised)	26/06/2021
Termination date	26/06/2022
Version	Version number 1
Category	Governance
Keywords	Donation, Charity, not-for-profit, funding
Details of previous versions	N/A
Legislative amendments	N/A
Relevant strategic direction	Vibrant and Activated Public Places
Relevant legislation/codes (reference to specific sections)	Local Government Act 1993 - Section 356
Related policies/documents	2030 Community Strategic Plan Operational Plan Delivery Program Register of Delegations and Authorisations Register of Financial Authority Records Management Policy (NCC) Code of Conduct (NCC) Managing Conflicts of Interest in the Public Sector (ICAC)
Related forms	Donations Program Guidelines Donations Program Application
Required on website	Yes
Authorisations	Yes