

DONATIONS PROGRAM

Donations program guidelines (Version 3)

These guidelines support the Funding from Council Policy by detailing the eligibility and assessment criteria and application process of the Donations Program

Scope

Lake Macquarie City Council's Donations Program offers financial assistance to not-for-profit groups and organisations that have significant local membership or participation, and/or are undertaking a project that shows significant local benefit. Projects should support Council's values and vision for Lake Macquarie City.

Council will consider applications on an individual basis against the eligibility and assessment criteria requirements.

The maximum allowable donation per financial year under this program is \$2000.

Projects that are not in accordance with this program may be eligible through other Council funding or sponsorship programs by completing the relevant application form. Council funding and sponsorship programs are detailed on the [Grants and Funding page](#) of Council's website.

Guidelines

1 Eligibility and assessment criteria

To be eligible for a donation from Council the following criteria must be met:

- 1.1 Applicants must complete the prescribed application form.
- 1.2 The project must be undertaken in Lake Macquarie local government area and demonstrate significant local benefit.
- 1.3 Applicants must provide evidence of not-for-profit status.
- 1.4 Applications for a donation must be for a specific purpose and not be considered as a recurrent source of future funding.
- 1.5 All relevant information requested in the application form must be provided.
- 1.6 The activity or project must commence in the financial year in which the donation is sought and granted.
- 1.7 Funds must be used for the purpose for which they were granted.
- 1.8 Applicants must obtain all appropriate permits, approvals and insurance relating to their project.
- 1.9 The project must not already be supported by a different 'Funding from Council' or 'Sponsorship from Council' program.

2 Exclusions

In accordance with the Funding from Council Policy, the Donations Program does not provide funding for:

- 2.1 projects, activities or events that do not meet the program assessment guidelines
- 2.2 ongoing operating expenses, such as rent, salaries, printing, etc
- 2.3 individuals or organisations raising funds on behalf of others. Council will however, consider applications received from local groups, organisations, or individuals who seek a donation for direct costs associated with an activity that aims to raise money for others, provided it is otherwise consistent with this policy
- 2.4 commercial groups or organisations
- 2.5 professional sporting teams and individuals
- 2.6 recurring functions or events of a primarily social nature organised by not-for-profit groups and organisations
- 2.7 government organisations and government-funded organisations (however organisations who receive funding through the National Disability Insurance Scheme (NDIS) are eligible)
- 2.8 educational organisations or associated groups (such as Parent and Citizens Associations)
- 2.9 individuals
- 2.10 activities which are not consistent with Council's management objectives.

3 Application process

- 3.1 Council will advertise applications for financial assistance donations during May or June each year via the [Donations page](#) of Council's website and any other means considered appropriate. The outcome of annual applications will be determined in August.
- 3.2 Council may accept applications at other times. A timetable of key application and assessment dates is available on the Donations page of Council's website.
- 3.3 Applications are to be completed using an online application form. A link to the application form is available on the [Donations page](#) of Council's website. The application should contain all relevant information and any required supporting documents are to be uploaded to the application.
- 3.4 Council officers will assess applications against the criteria specified in these guidelines and the Funding from Council Policy and make a recommendation for consideration by the elected Council. In some circumstances, additional information may be requested by staff via phone or email.

Assistance with the application process can be obtained by emailing

councilloradministration@lakemac.nsw.gov.au

4 Receiving a donation

- 4.1 Once determined by the elected Council, applicants will be notified of the outcome of their application via email. Successful applicants will be requested to complete a form to allow for electronic transfer of funds of the donation amount.
- 4.2 Applicants should acknowledge the assistance of Lake Macquarie City Council in all promotions for the project. Artwork featuring Council's logo must be approved by Council's Communications team.
- 4.3 Where possible, Councillors or their representatives should be invited to the launch or implementation of the project.
- 4.4 At the end of each financial year, successful applicants will be asked to complete a short evaluation/acquittal survey online.

Review and evaluation

These guidelines are to be reviewed at the same time as any review of the Funding from Council Policy, or at least once every four years. Evaluation will consider whether the guidelines support efficient and reasonable assessment of applications made under the Donations Program.

Guideline - external Donations program

Controlled Document Information

Authorisation Details

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Authorisation:	Head of Communications and Corporate Strategy - Kate Davies - 18 October 2023		
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Related Document Information, Standards & References

Related Legislation:	(Legislation Name) Local Government Act 1993	(Relationship/Context) Section 356 details provisions for Council to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its function.
Related Policies:	(Policy Name) Funding from Council Policy	(Relationship/Context) Overarching framework for providing financial assistance to external entities and groups.
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name) Donations and Financial Assistance Application Form	(Relationship/Context) https://www.lakemac.com.au/Our-Council/Grants-and-funding/Donations Online application form
Standards, COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
N/A	

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Communications and Corporate Strategy
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Version History

Version No	Date Changed	Modified By	Details and Comments
1.	07/09/2021	Council Liaison Officer	Guidelines established in response to new Funding from Council Policy, separating policy and procedural details.
2.	24/03/2023	Council Liaison Officer	Administrative review with no significant changes. Online application details updated.
3.	26/09/2023	Council Liaison Officer	Updated in line with Version 2 of the Funding from Council Policy

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