

	<h1>Donation Fund Policy</h1>
Version No.	1.0 23 June 2013
Endorsement	Executive 3 June 2013 Policy Review Panel 4 June 2013
Authorisation	Council 23 June 2013
Expiry date:	23 June 2015
Responsible officer:	Manager, Community Planning
Policy owner	Coordinator, Community Development

1. Purpose

To provide the clear conditions and authorisation processes for the utilisation of Melton City Council's Donation Fund, to enable provision of appropriate, consistent and transparent application of charitable donations.

2. Scope

This Policy outlines the process involved in the disbursement of Council's donation fund.

This policy does not apply to requests for support that are eligible to be assessed within the funding threshold of Council's:

- Community Service Organisation Support Funding Program; and
- Community Grants Program.

3. Definitions

Word/Term	Definition
Community Grant Program (CGP)	The program that administers funds to individuals, groups or organisations to support community led initiatives that derive community benefit.
Delegated Authority	Person/s who are authorised to perform the function of approving successful Community Grants.
Community Group	An organisation that is a not for profit, formally incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and/or its members with opportunities to engage in local community, cultural, leisure and/or educational activities.
Donation	A voluntary gift provided, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without any conditions or contractual obligations.
Sponsorship	Sponsorship is the right to associate the sponsor's name, products

	or services with the sponsored organisation's service, product or activity, in return for negotiated benefits such as promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.
Subsidy	A subsidy is a form of financial assistance that is conditional upon meeting specific criteria. A subsidy can be used to support and to encourage community activities that would otherwise not take place, particularly to support the commencement and establishment of initiatives in becoming self-sustaining.

4. Policy

The Donation Fund enables Council to address requests for support of philanthropic and charitable purposes from community groups and individuals.

Each year within the Council's budget, an allocation is provided to support charitable purposes that may arise. This policy outlines the conditions and limitations for use of the fund.

Council has previously provided benefit to community through funding requests of community assistance and sponsoring resident achievements. In addition, historically the Mayor in his or her duties, has either employed the use of a Mayoral Ball to provide targeted support of a Council donation to a local charity/s, or made provision of donation direct to a local charity. This policy enables the Council to employ either avenue in making charitable donation to a local cause.

Our City supports its community through access to a wide variety of funding opportunities including:

- Council's Community Grants Program (CGP).
- Council's administration of Third Party grants (Collingwood Football Club - Community Benefit Program and Harness Racing Victoria grants).
- Council's Community Service Organisation Support Funding Program.
- Council's Annual Budget program.
- Private sector sponsorship and grants (including Electronic Gaming venues that operate in the municipality are required to redistribute a percentage of revenue to the community as defined by the Victoria Gaming Regulation Act 2003);
- Philanthropic organisations; and
- State and commonwealth government streams.

All requests for community funding are directed to these existing funding programs. Council and its officers encourage and direct local groups and individuals to be prepared, considered and strategic in their application processes, as opposed to reactive in seeking any available funding opportunities.

However, from time to time, there may be requests that do not align with the timing of existing programs or require some form of immediate and or urgent support and intervention.

The Donation Fund provides for a flexible and responsive approach to such requests. Categories of request within the Donation Fund include:

1. Resident Achievement	To recognise the achievements that are made by our residents participating in academic, recreational, artistic and cultural activities at a 'higher' level than local participation. This funding supports and recognises City of Melton residents with outstanding talent, ability and achievement, particularly supporting those that are disadvantaged or with special needs through provision of financial
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	<p>donation to enable those to pursue their aspirations and endeavours.</p> <p>Council's support ensures the nurturing and support of local people and also provides an opportunity to promote our City to a wider community, particularly through involvement in events of national and international significance.</p>
2. Community Contribution	A charitable donation towards a program and / or service that seek to make a significant contribution and benefit to residents and / or the City, and where is ineligible with other funding programs either by nature or timing.

5. Applying for funding assistance

All applications for assistance for funds from the Donation Fund:

- 5.1. Are to be in writing and addressed to the Mayor, Melton City Council.
- 5.2. Must specify the purpose the funds are to be used for and how the community or individual will benefit from the funds being allocated.

Officers of Council are responsible to examine all requests in accordance with this Policy and make referral of appropriate donation requests for consideration.

The Mayor will make recommendation, for consideration of approval by the Chief Executive Officer, on received applications which meet stated funding criteria.

6. Funding criteria

To be eligible for funding, applications must be received from a community group or a local resident based within the boundaries of the Melton City Council. Applications must also seek:

- 6.1. To assist in instances of individual or group hardship and where providing assistance will be to the greater benefit of the local community.
- 6.2. To contribute towards the cost of an individual or group associated with the municipality attending a sporting or other major event at which they will be representing the nation, state or municipality.
- 6.3. To assist with the development and implementation of a local charitable project, scheme or initiative.
- 6.4. To provide assistance and donation to any cause which merits the involvement of the Council and is able to provide a direct or indirect benefit for the City.

The fund will not:

- 6.5. Be used to repay amounts owed to Council for existing debts.
- 6.6. Be used to support a discriminatory group or organisation.
- 6.7. Provide benefit to any applicant that has an outstanding debt owing or Council grant that have not been acquitted satisfactorily.
- 6.8. Support donations to an individual, where the individual is the sole beneficiary, and will be limited to the receipt of one (1) donation per financial year.
- 6.9. Where a request is received and funding can be gained by way of application to another funding source of Council, such as the Community Grant Program, the request is to be denied and advice given on the alternative avenue to seek funding.

To be eligible for funding, applicants must:

- 6.10. Be an incorporated non-profit community group or organisation (or be auspiced), and deliver services / activities in the City of Melton.
- 6.11. Demonstrate local community benefit; with a minimum 75% of people participating in the community group and / or project are City of Melton residents.
- 6.12. Have an Australian Business Number (ABN) and hold a current public liability insurance policy that provides appropriate coverage for proposed activities.
- 6.13. Complete all conditions / questions on the approved application form including copies of the required supporting documentation, evidence of organisational status, quotations etc to which the grant relates.
- 6.14. Have capacity to deliver the services or activities making application for.
- 6.15. Have met all acquittal conditions of previous Council funding.
- 6.16. Lodge applications by close of business on the advertised day of applications close.
- 6.17. Align projects with Council priorities set out in its 2013 - 2017 Council Plan.
- 6.18. Adhere to Local, State and Federal laws.
- 6.19. Ensure adherence with the Equal Opportunity Act 2010.
- 6.20. Comply with the conditions outlined in Council's Alcohol Risk Management Policy.

Donation will be ineligible to projects:

- 6.21. Where the primary focus is to promote specific political or religious views (however political or religious groups may apply for projects that are not promoting their views and provide broad community benefit).
- 6.22. That are facilitated by local schools / education providers that are limited to students only. Core school curriculum and school concerts cannot be considered.
- 6.23. That seeks support of on-going / recurrent operational costs e.g. permanent staff, ongoing salaries, maintenance etc.
- 6.24. That is the clear responsibility of other levels of government e.g. State and Commonwealth Government, e.g. school curriculum or infrastructure.
- 6.25. That already receives Council funds to do a same / similar activity.
- 6.26. That is deemed to be duplicating existing services in the municipality.
- 6.27. To purchase land.
- 6.28. To facilitate routine and regular maintenance work to existing facilities.
- 6.29. That are based at facilities where there is little or no public access.
- 6.30. That operates solely for the purpose of fundraising for individual gain.
- 6.31. That are the responsibility of Council and or where the fund will be administered / managed by Melton City Council.
- 6.32. That are eligible to be assessed within the funding threshold of Council's Community Service Organisation Support Funding Program or Donation Fund.
- 6.33. That are profit making ventures.
- 6.34. Applying for purchase of equipment to address Occupational Health and Safety issues as this is considered to be the responsibility of the agency or organisation concerned.

7. Approving Applications

The Mayor may seek clarification, advice or information from Council staff to enable informed decision making in relation to qualification and amounts requested. Council's Community

Funding Officer will be responsible for referring all requests for consideration and to ensure that applications are in accordance with this Policy.

7.1. Resident Achievement and Minor Community Contribution Applications:

- 7.1.1. The Mayor will make recommendation for consideration of approval by the Chief Executive Officer on received applications. Delegated authority is provided to the Chief Executive Officer up to and including \$2,000 for any one application.
- 7.1.2. Any applications to Donation Fund greater than \$2,000 will only be approved by decision of Council.

7.2. Major Community Contribution Applications, via Mayoral Ball:

- 7.2.1. Where the Mayor determines contribution to be made through delivery of a Mayoral Ball, it will be determined up to an amount approved in the budget.
- 7.2.2. The identification and selection of an appropriate charity for the Mayoral Ball will be approved by decision of Council.
- 7.2.3. The Chief Executive Officer will have delegated authority to approve the distribution of funds from the Mayoral Charity Ball budget.

7.3. Major Community Contribution Applications, via direct contribution:

- 7.3.1. Where the Mayor determines contribution to be made direct to local charity/s/community group/s it will be determined up to an amount approved in the budget.
- 7.3.2. The Mayor will make recommendation for consideration of approval by the Chief Executive Officer, of contribution/s to be made direct to local charity/s/community group/s.
- 7.3.3. The Chief Executive Officer will have delegated authority to approve the distribution of funds from the allocated budget.

8. Budgeting

An appropriate annual budget allocation shall be made for the Resident Achievement and Community Contribution Funds. The process of allocation will be via the adoption of Council’s annual budget each year. This budget is not to be exceeded without a resolution of Council.

9. Reporting

- 9.1. Details of donation outcomes will be minuted in the weekly Mayor and CEO meeting.
- 9.2. Donation outcomes are be reported publicly in Council’s Annual Report.

10. Responsibility /Accountability

10.1	Melton City Council <ul style="list-style-type: none"> • Has responsibility to receive reports, reviews and approvals of the policy. • Has responsibility to consider and assess applications where referred.
10.2	Mayor <ul style="list-style-type: none"> • Receive and assess requests for funding.
10.3	Chief Executive <ul style="list-style-type: none"> • Responsible for implementing the policy.
10.4	Council Officers <ul style="list-style-type: none"> • Provision of advice and or recommendations to both prospective applicants and to application assessors.
10.5	Community Funding Officer <ul style="list-style-type: none"> • Oversee the administration of the program through adherence to the Policy,

including notification of outcomes of applications.

11. References and links to legislation and other documents

Name	Location
Code of Conduct for Councillors	Melton City Council Intranet site
Local Government Act 1989	www.legislation.vic.gov.au
Council Plan	www.melton.vic.gov.au