

3.1.8 REQUESTS FOR DONATIONS AND FINANCIAL ASSISTANCE

Policy Objective

The purpose of this policy is to provide guidelines for the application; assessment and determination of requests received for funding from not for profit community based organisations, event organisers and individuals to support the promotion and development of projects with social, economical, recreational and cultural benefits to the community.

Policy Scope

This policy will provide guidance to community groups, individuals and organisations seeking financial support from Council.

From this policy, guidance will be provided to Councillors and Council staff in assessing requests for donations and financial support from Council.

Eligibility

The following criteria will be applied when evaluating the eligibility of requests for donations and financial assistance from Council:

- Be a not-for-profit community based group or organisation that are either based within the Shire of Kent or provide services and activities within the area that make a positive contribution to the Shire of Kent.
- Include within the request information that shows direct benefits to the community.
- Demonstrate within the request their contribution in the form of cash, voluntary service, other grant funding or in-kind support.

Ineligibility

Council does not make donations under this Policy to:

- Individuals;
- Profit making businesses;
- Political parties or lobby groups (religious groups may be eligible if it can be demonstrated that the program or project is of benefit to the wider community);
- Organisations based outside the boundary of Kent Shire, unless the demonstrated benefits are primarily to the Kent community.
- Council will only enter into a donation arrangement with an organisation/group whose reputation and image is consistent with the values, objectives and policies of the Council.

Recurring Donations

The following are recurring grants which are reviewed annually by Council and are subject to this policy:

Pingrup Post	\$1,000
Pingrup Races	\$ 500
Nyabing and Pingrup Parents & Citizens Associations Swimming Lessons	\$2,500
Pingrup Recreation Reserve	\$3,000**
Nyabing Recreation Reserve	\$3,000**

*** Subject to annual Budget consideration, Council will match the Ground Improvement Committee's contributions to the recreation reserves, on a one to one basis to a maximum of \$3,000 each. However should a committee be unable*

*to commit a matching contribution of \$3,000 the balance of that contribution is to be offered to the other sporting committee on matching basis ***

Rates

Council may at its discretion, grant a donation of up to 100% of the rates, levied on land, leased by various bodies for the purpose of raising funds to be utilized on improvements to the facilities.

Sundry Donations

Donation requests up to the value of \$300 will be submitted to the Chief Executive Officer for consideration and the final decision.

Requests over \$300 will be submitted to the Council at the next meeting of the Council for consideration and make the final decision in the form of a resolution of the Council.

Waiver of Fees and Charges

All eligible requests for a Waiver of a Fee and Charge will be assessed at the discretion of the Chief Executive Officer with limitations under delegated authority.

Provision of In-Kind Support

For in-kind support requests to be assessed, they are to outline the support required by Council in detail.

The Chief Executive Officer in conjunction with Council, will consider requests for the provision of in-kind support such as:

- Provision of venues;
- Labour and plant assistance;
- Administrative assistance;
- Promotion through the Shire's communication channels or other non-monetary resources for a specific event or initiative;
- Provision of two night's accommodation at Pingrup Caravan Park for Pingrup Race Club.

The activity, event, competition or project must be offered within the Shire of Kent boundaries.

Halls and Pavilions – Hire Fees

The fee rate for Halls, Pavilions and equipment hire shall be as set annually by Council.

Where the following bodies hire Halls, Pavilions, furniture and equipment, the hire fee will be donated subject to the usual conditions of hire:-

- Health Department of WA Clinics
- Doctors
- Police
- Kent District Based Groups:-
 - Church Groups
 - Country Women's Association
 - Dancing Schools (volunteer only)
 - Guides & Brownies
 - Kindergartens
 - Music Teachers (volunteer only)
 - Schools

- Parents & Citizens Associations (for the purpose of fundraising only)
- Service Clubs
- Sporting Association
- St. John Ambulance Association
- Craft Groups
- “Other non-profit Community Groups”

The actual setting of fees and charges for the hire of halls, pavilions and equipment is reviewed annually as part of Council’s Budget process, and it is therefore inappropriate that any reference to such should be made in Council Policy.

It is appropriate, however, for Council to have a Policy in relation to the provision of facilities to community groups free of charge.

Any users wishing to have free usage of facilities are to apply in writing to Council.

REVIEWED AND AMENDED: