



## Policy No 2014 – 27

# Donations and Financial Assistance Policy

Responsible Officer: General Manager

For Review By: General Manager

Review Date: 30/6/2019

Signed By: .....

.....	19/7/16
Mayor	Date
.....	19/7/16
General Manager	Date

Adopted at Council Meeting	17/06/2014
Reviewed & Adopted at Council Meeting	19/07/2016

## **1. DEFINITION**

This policy applies to various forms of financial assistance provided by Council to assist organizations and individuals within the Central Highlands by providing assistance, which may comprise cash or 'in kind', support.

The policy aims to support local clubs & organisations, local educational facilities, and individuals in an open, equitable and accountable manner.

## **2. CATEGORIES OF SUPPORT**

### **Individuals**

A donation, to the maximum value as per the Central Highlands Donation Program Guidelines, may be provided to:

(a) Individual residents living within the Central Highlands that are chosen to represent Tasmania in interstate or international competition or activity. The donation shall be to contribute towards the cost of travel, accommodation or entry fees. The following qualifications will apply:

- ❖ Donations only apply to individual participants or competitors. Applications from teams or team officials are ineligible.
- ❖ The applicant must be an established resident of the Central Highlands municipal area.
- ❖ The participant must be participating as an amateur.
- ❖ A maximum of one donation per individual per financial year applies.

(b) An individual resident living within the Central Highlands that is suffering a medical condition that requires ongoing medical treatment or rehabilitation. The donation shall be to contribute towards the cost of recognised medical treatment or rehabilitation as a result of a medical condition.

### **Local Clubs and Organisations**

- ❖ Applications for funding to support community organisations and sporting clubs will be assessed on the following criteria and only following receipt of the organisation's annual statement:
  - Benefit to the community
  - Projects or services for which there is a demonstrable community need
  - Have a significant benefit for a wide range of Central Highlands residents and businesses
  - Are unique within the Central Highlands
  - Are supporting Community projects
  - Are a Central Highlands representative sporting team
- ❖ The Maximum funding available per application is as per the Central Highlands Community Grants Program Guidelines.
- ❖ Applications will not be accepted from State or Federal Government Departments or Agencies.
- ❖ Council will provide assistance towards Public Liability Insurance for community events to a maximum of \$500 per financial year. An example of an eligible event is the Hamilton Show.
- ❖ "In kind" support, although free to a group or organisation, does have a cost to Council. In-kind support will be taken into account when applications for funding are assessed. In-kind support includes provision of photocopying facilities, laminating, typing of community brochures, fliers. etc., use of Council sporting or community facilities at subsidised/no cost, provision of council labour or plant hire for projects or events, delivery or collection of bins, erection of barricades etc. The cost to Council of any in-kind assistance will be calculated and costed against the application.

### **Community Church Grants**

- ❖ Council will make an annual budget allocation to provide financial assistance to church parishes to assist with conserving the heritage value of churches within the Central Highlands municipal area.
- ❖ Funding will be provided for the church building only.

- ❖ Separate applications must be lodged for each church.
- ❖ The maximum funding available per application is as per the Central Highlands Community Grants Program Guidelines.

### **Educational**

- ❖ Council will make an annual allocation of an amount to be determined at each budget to Bothwell District High School, Ouse District School, Glenora District High School and Westerway Primary School to assist with providing activities, materials or support for the pupils. Council will not consider any further funding requests from schools or associated parent groups for assistance.
- ❖ Council will provide a Further Education Bursary of an amount to be decided at each budget to a Central Highlands Council student continuing to higher education from the following schools:
  - Bothwell District High School
  - Glenora District High School
  - New Norfolk High School

The recipient of the award will be advised by the school.

- ❖ Council will provide a Bursary of an amount to be decided at each budget to assist a primary student continuing secondary education from the following schools:
  - Ouse District Primary School
  - Westerway primary School

The recipient of the award will be advised by the school.

- ❖ Council will provide a Mayors Citizenship Award each year to a student from the following schools:
  - Bothwell District High School
  - Ouse District Primary School
  - Glenora District High School

- Westerway Primary School
- ❖ Council will provide a book to the following schools to commemorate Anzac Day
  - Bothwell District High School
  - Ouse District Primary School
  - Glenora District High School
  - Westerway Primary School

### **Other Donations/Support**

- ❖ Council will provide a Bi-annual grant towards the International Highland Spin-in provided the event is held at Bothwell.
- ❖ Council will provide an annual allocation of cash and in-kind support to Centralinc to be used towards the printing and distribution of the "Highlands Digest".
- ❖ Requests for funding or in-kind support that fall outside the above guidelines will be considered by Council only if sufficient funds are available in Council's budget.

**Note: The above levels of support are to be reviewed annually at each budget.**

### **3. APPLICATION FOR FUNDING OR SUPPORT**

- ❖ Education allocations will be made automatically by Council.
- ❖ Applicants should read the relevant guidelines before lodging an application.
- ❖ Applications will only be considered if submitted on the approved form.
- ❖ The applicant must complete all questions on the application form.
- ❖ Council will not consider any application for funding that is retrospective.
- ❖ Council will only consider applications as per the schedule included in the relevant Guidelines.

#### **4. ACQUITTAL**

Recipients of donations and funding (excluding educational and medical funding) assistance from Council under this policy, will be required to complete an Evaluation Form .

The Evaluation Report is to be submitted within 60 days of the completion of the project/activity.

#### **5. POLICY REVIEW**

This policy will be reviewed by 30 June 2019.