



RICHMOND SHIRE COUNCIL DONATIONS POLICY

POLICY NUMBER:	043
INFOXPRT REF:	51368
TIME PERIOD OF REVIEW:	2 Year
DATE OF NEXT REVIEW:	June 2024

1. OBJECTIVE

This policy has been developed to assist Council in administering its annual Donations Budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year.

- To assist applicants to achieve their personal or club goals
- To provide Council with a consistent response to requests for donations
- To provide clear procedures for staff when responding to requests for donations
- To provide delegated authority to the Chief Executive Officer to determine requests for donations up to the value of \$250.00

2. DEFINITIONS

- Donation: Any direct monetary contribution or provision of Council services, facilities or equipment and not eligible for assistance under any other Council Grants Scheme
- Applicant: Individual or not for profit organisation. Must be 18 years or applied by Parent/Guardian on behalf of.

3. POLICY

- Requests for consideration of a donation will be accepted on an ongoing basis and must be in writing to the Chief Executive Officer addressing all criteria on the prescribed form. Official Application is available at the Shire office or Online at www.richmond.qld.gov.au
- Council will not guarantee approval of requests received a minimum of twenty-eight (28) days before the event to which they apply.
- Council may at its discretion consider requests for amounts greater than \$1000 and/or the distribution of funds outside the Shire for events **that can demonstrate benefit to the community as a whole.**

4. CRITERIA

- To be considered eligible for a donation an applicant must:
- Must be 18 years (or applied for on behalf of by Parent/Guardian)
- Be not for profit
- Be not for personal gain or profit
- Be a resident or organisation based within the Richmond Shire (Richmond State School students only)
- Council may at its discretion consider requests for amounts greater than the prescribed maximum and/or the distribution of funds outside the Shire for events relating to regional, State or National significance or of significant value to the community.

- Number of requests previously approved/refused
- Have a purpose for a charitable cause or financial assistance to gain opportunity to excel in chosen sport or educational benefit.
- Not to be the recipient of any other financial donation from Council within the same calendar year.
- Not be for a Federal or State Government funded initiative

IMPLEMENTATION

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

APPROVAL

Date of Adoption: 22 November 2011
Policy Reviewed: General Council Meeting 21 June 2022
Resolution Number: 20220621.17

Policy Authorised: Peter Bennett
Chief Executive Officer

Richmond Shire Council



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Office Use Only	
Received by:	
Attach copy of Club minutes requesting donation from Council	<input type="checkbox"/>
Scheduled for Council Meeting	<input type="checkbox"/>

Donation Application

Club:		
Position in Club:		
Name of Applicant:		
Parent/Guardian:		
Address:		
Contact Number:		
Email Address:		
Amount Requested (\$):		
Date Required:		
What is your club's goal?		
Total cost of project/purpose:	\$	
Details of how the funds will be expended:		
How will the funding assist you or your club to achieve your goal?		
Have you received or are you currently applying for financial assistance from any other funding body for this purpose?		
Name of Funding Body	Amount applied for/received	Funds to be used for
Donations received from Council over that last three years:		
Amount	Date	Purpose of funds

Please attach additional information you consider necessary.
 I am over 18 years of age/I am the Parent/Guardian for the applicant.

Signature: _____ Date: _____

Office Only	Approved <input type="checkbox"/> Refused <input type="checkbox"/>	Confirmation that application is received <input type="checkbox"/>
Council Meeting Resolution Number:		Approval correspondence sent <input type="checkbox"/>