



## **COMMUNITY DONATIONS PROGRAM GUIDELINES**

### **Background**

The Hills Shire Council conducts a Donations Program to encourage community participation, engagement and cohesion and improve the quality of people's lives.

### **Categories**

#### **Sporting, Cultural and Community Services Donations**

Applications for Sporting, Cultural and Community Services donations may be made throughout the year on the Application for Donation form on Council's website, accompanied by relevant supporting documentation.

Subject to budget availability, Council will consider applications from individuals, not-for-profit, Hills LGA based organisations that are delivering services to, or organising local sporting, cultural or community activities.

Donations are aimed at supporting community involvement and addressing social needs. Applications for special circumstances such as flood or disaster fundraising are to be made via the 'Other Financial Assistance' grants program.

Donations will be one-off per applicant per financial year and will have an upper limit of \$1,000.

Financial assistance will be considered on a case-by-case basis and applicants must articulate why they need the donation.

These donations are to assist community groups and increase participation for individuals in need who maybe experiencing financial hardship. Approval of all donations is at the sole discretion of Council.

Completion reporting is mandatory for all donations within 60 days of the project or activity taking place. Any unspent donations must be returned to Council at the time of the completion report.

Donation agreements may require acknowledgement of Council with Council's logo on artwork, an invitation to the Mayor or delegate to attend the event or activity (where appropriate), provision of program calendar in advance of delivery or similar request.

### **Eligibility Criteria**

Applicants must be either a Hills resident, a recognised legal or corporate entity such as a charity, not-for-profit, deductible gift recipient, non-government, Hills LGA based organisation. Applicants will need to include a conflict declaration at the time of the application.

Ineligible to apply include:

- For profit, commercial organisations.
- State and Federal Government agencies and their entities (including NSW Government schools, Area Health Services and public hospitals. However, these organisations should consider whether they have an incorporated not-for-profit body (such as a P&C Association or hospital auxiliary) that may be eligible to apply for a donation).
- Individuals who are not residents of The Hills LGA.
- Councillors, staff and their immediate family.

### **Timeline**

Donations will be approved on a regular basis throughout the year by delegated authority to the Mayor and General Manager.

### **Enquiries**

Community Outcomes Team  
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