



## COMMUNITY DONATIONS PROGRAM GUIDELINES

### Background

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

Applications for a donation may be made throughout the year via an on-line application process accompanied by relevant supporting documentation. Applications will be processed on a month-to-month basis and applicants will be notified in writing indicating whether they are successful or unsuccessful.

### Categories

There are three categories for donations:

#### **a. Sporting and Cultural Competition Donations**

Individuals or sponsoring organisations may apply for a donation to support Hills Shire residents selected to compete at a recognised sporting or cultural competition outside the Sydney metropolitan area in NSW, interstate or internationally in accordance with the following scale:

- \$150 for an individual or \$350 for a team selected to compete outside the metropolitan area in NSW;
- \$200 for an individual or \$500 for a team selected to compete interstate; and
- \$300 for an individual or \$750 for a team selected to compete internationally.

Applications may be made throughout the year on the application for sporting and cultural competitions donation form supported by documentation from the sponsoring body stating that the individual or team has been selected through a competitive process together with evidence from the organising body of the date and location of the competition.

Applicants will only be eligible for one donation in any 12 month period whether as a team member or as an individual.

Funds must be used for the purpose indicated in the application, otherwise returned to Council.

Where applications are received from/for three or more individuals in the one team, the applications will be treated as a team application. For a team application, at least 75% of the team members must reside in the Hills Shire.

Where an application is being submitted for a team, the sponsoring organisation, or individual completing the application, must ensure that the parents or guardians of team members, who are minors, have been notified prior to submission of the application.

### **b. Cultural and Community Services Donations**

Council will consider applications from not-for-profit, incorporated organisations that are delivering services to, or organising local cultural or community activities for, participants of which at least 75% are Hills Shire residents. Donations are aimed at supporting involvement and addressing social needs.

Donations will be one-off and will have an upper limit of \$1,000 for cash donations and/or \$5,000 for in-kind donations. In-kind donations are intended only for services that could be provided by Council, in most cases to inexperienced volunteer community groups, for items such as event management, traffic management plans, and traffic control plans etc. where their expertise is limited.

Applications for Cultural and Community Services Donations may be made throughout the year on the application for donation form, accompanied by relevant supporting documentation. They will be considered on a case-by-case basis at the sole discretion of Council, will be processed monthly and applicants will be notified about whether they are successful or unsuccessful.

### **c. Special Circumstances**

Council will consider on a case-by-case basis, applications for special circumstances donations from individuals, not-for-profit, incorporated and registered charitable organisations that are delivering services to, or providing activities, of which at least 75% of participants are Hills Shire residents.

These donations are rare and made on a one-off basis. Council will have regard to special circumstances, special needs, events or disasters, emergency relief appeals, etc., and unexpected events out of the control of the organisation concerned.

Applications may also be made on behalf of a charity by a local community group - in the case of emergency relief appeals, by a Hills Shire not-for-profit organisation who may be fundraising. The '75% of participants as Hills Shire residents' requirement is not applicable in these situations (i.e. flood appeal for rural farmers).

Applications for Special Circumstances Donations may be made throughout the year on the Application for Donation Form, accompanied by relevant supporting documentation.

## **Eligibility Criteria**

Applicants must be a recognised legal or corporate entity such as a charity, not-for-profit, deductible gift recipient, non-government, community-based organisation that provides services and programs to participants of which at least 75% are Hills residents.

Ineligible to apply include:

- Organisations with projects that are not acquitted from previous funding rounds;
- Groups without a legal entity;
- 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 funding).
- Councillors, staff members and their immediate family.

### **Timeline**

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