

Community Donations and Grant Funding Policy



1 Purpose

The purpose of this policy is to outline the City of Coffs Harbour's (City) role in supporting the community through the Community Donations and Grant Funding Program (the Program).

This policy forms the framework for an accessible, equitable, and open process for providing funding assistance to external groups.

This policy and associated guidelines determine the eligibility and assessment criteria and ensures that the decision-making for providing funding complies with all relevant legislation.

2 Policy

The City provides financial and non-financial assistance to not-for-profit organisations as defined. This policy is to be read along with the Community Donations and Grant Funding Program Guidelines and the Arts and Cultural Development Grants Guidelines. It establishes a consistent, equitable and transparent policy for funding assistance to external entities and groups.

There are three specific funding programs each with its own set of eligibility, approval and reporting requirements:

1. Community Donations by the City
2. Community Infrastructure Renewal Grants
3. Arts and Cultural Development Grants

Applications are considered on merit, taking into account the eligibility criteria and available funds as adopted in the Delivery Program.

This Policy and associated guidelines support the delivery of the MyCoffs Community Strategic Plan (CSP) and the 4 Year Delivery Program.

3 Scope

This policy applies to eligible not-for-profit organisations seeking funding from the City in alignment with the strategic objectives as stated in the CSP.

- 1 Funding covered by this policy include:
 - a) Financial donations
 - b) Financial subsidies:
 - i. Council building compliance fees, up to three-quarters of DA fees (excluding State Government levies and developer contributions)
 - ii. Direct subsidies – surf clubs
 - c) Value In-Kind donations and low-value assets, as determined by the City
 - d) Community Infrastructure Renewal Grants
 - e) Arts and Cultural Development Grants

2. Applicants may be eligible for funding if they:
 - a) Are based in the Coffs Harbour local government area (LGA), or affiliated with or service clients within the LGA
 - b) Are either:
 - i. an incorporated not-for-profit organisation as defined, or
 - ii. unincorporated not-for-profit organisation auspiced by an incorporated organisation,
 - c) Are seeking funding for an activity or service in the Coffs Harbour LGA and can demonstrate significant local benefit
 - d) Are seeking funding for an activity or service which can be delivered within approved scope and completion within a 12-month period unless otherwise approved
 - e) Are the approved applicant and use the funding for the purpose for which they were granted
 - f) Agree to provide information and acquittals for the funding as requested by the City

3. Under this policy, the City does not provide funding for:
 - a) Organisations who fall outside of not-for-profit as defined
 - b) Commercial groups or organisations
 - c) Significant achievements which relate to ambassadorial roles in the community
 - d) Organisations (e.g., Parents and Citizens organisations) which operate in conjunction with registered educational institutions that have already received a donation within the same financial year
 - e) Refund of DA fees where the applicant is:
 - i. Providing a personalised service for fees (e.g., nursing homes, preschools or childcare centre), or
 - ii. Operating licensed premises
 - f) On-going operating expenses, such as rent, salaries, printing, etc.
 - g) Purchase of food and beverages.

This Policy covers all elected members of Council, all employees of the City, any person or organisation contracted to or acting on behalf of the City, any person or organisation employed to work on the City premises or facilities and all activities of the City.

4 Funding application process

The City will advertise applications for financial assistance before the start of the new financial year with outcomes determined by Council Resolution. There may be other rounds of funding offered throughout the financial year dependent on the funding available. The City will ensure that all programs are advertised widely and provide appropriate time frames, allowing for the community to have adequate time to make an application.

All applicants must complete a prescribed application form for consideration for funding and can only receive funding from one program annually.

5 Funding assessment process

Projects, activities or events must align with the City's goals and strategic plans. The detailed process for assessing and implementing funding is outlined within each category within the Community Donations and Grant Funding Program Guidelines and the Arts and Cultural Development Grants Guidelines.

6 Definitions

Donation – a cash contribution that is associated with a particular purpose, event or project.

Financial subsidies – a direct or indirect payment given to an individual or business usually in the form of a cash payment from a government. Examples include council fees for building service, excluding fees collected on behalf of the state government or developer contribution fees.

Funding – a contribution (cash or Value in-kind) that is associated with a particular purpose, event or project.

Grant – Cash support provided to applicants for a specified project.

In-kind Labour – Contribution of voluntary labour from community groups.

Low value assets – surplus goods and scrap materials with an estimated cumulative value under \$2,000.

Not-for-profit organisations – groups such as non-government organisations, peak bodies, membership organisations, chambers of commerce, community groups and community-based sporting groups.

Value In-kind donations – this may include material and/or equipment, venue hire or the City's human resources support.

7 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of, and compliance with this policy. To make decisions in regard to any application made for a donation under this policy, as a member of the donations by Council panel.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this policy. To make decisions in regard to any in-kind and/or low value asset application made for a donation under this policy, as a member of the donations by Council panel.
All Directors	City	To communicate, the content of this policy to managers within the directorate and ensure that decisions relating to donations by council comply with the principles of this policy.
Group, Section and People Leaders	All Directorates	To ensure that requests submitted to them for donations by council comply with the principles of this policy and that they refer all such requests to the donations by Council panel for consideration.
All Council officials	City	To comply with this policy and related procedures.
Chief Financial Officer	Financial Services and Logistics	To maintain this policy and to support Group Leaders in understanding its on-going impacts upon decision making.

8 References (laws, standards and other Council documents)

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2005 (NSW)
- Provision of Financial Assistance Under Section 356 of the Local Government Act – Developing A Financial Assistance Policy, Circular 06-32, NSW Department of Local Government 2006
- Code of Conduct
- Statement of Business Ethics
- Disposal of Assets Policy
- Community Donations and Grant Funding Guidelines
- Community Arts and Cultural Development Grants Program Guidelines

9 Details of Approval and revision

- **Approval date:** 22/02/2024
- **Responsible Group:** Financial Services
- **Responsible Section:** Financial Planning
- **Superseded policies/procedures:** N/A
- **Next review date:** 1/02/2025

Table of amendments

Amendment	Authoriser	Approval ref	Date
The following amendments were made to this document: <ul style="list-style-type: none">• High level policy content - removal of procedural items• re-classification of “contributions” as funding• Developed in conjunction with new program guidelines• Rate and Lease subsidies removed from this policy to enable a transparent application process for eligible organisations to receive a donation towards the costs• Community Infrastructure Renewal Grants added to this policy• Application process for receiving donations and grants from the City	Council	2024/31	22/02/23
Donations Policy revised	Council	2017/197	14/09/17