



KEMPSEY
Shire Council

DIRECTOR SHIRE SERVICE'S REPORT

13 September 2005

DSS2 DONATIONS AND GRANTS POLICY FILE: 3 CJL

SUMMARY:

Reporting on updated policy and procedure for Council donations and grants.



Council, at its meeting of 9 August 2005 resolved:

“That the Director Shire Services review the policy on donations and report back to Council”.

Reviewing the donations for 2004 / 2005 has highlighted that the current Policy C21:7 Donations and Grants and Subsidies [Appendix A](#), does not provide an adequate framework for non recurring community grants and donations.

The policy has been updated to ensure consistency and equity of distribution of Council's donations budget. A draft policy is attached at [Appendix B](#). Many NSW Councils advertise for applications for donations and grants one to four times per year, enabling selection based on merit in a transparent and equitable process. Assessing applications at regular, predetermined intervals also assists with administration and budgetary issues relating to grants and donations.

It is proposed to have two rounds of applications annually with scope for application between these rounds for unforeseen circumstances. Eligible applications will be reported to Council as soon as practicable following the close of each round for consideration on merit and in line with budgetary perimeters.

Requests will be received in writing, on a common application form. If the donation is for a project, event or capital expenditure, successful applicants will be required to provide Council with evidence of expenditure and a report regarding outcomes of the project, event or capital expenditure funded.

Recurrent donations should be reviewed annually, during budget preparation, to ensure continued eligibility of organisation receiving the grant and adequate funding in the budget.

Application and acquittal forms will be developed upon adoption of this Policy by Council.

REPORT IMPLICATIONS:

- *Environmental*

Nil

- *Social*

The revised policy will ensure a consistent, open and equitable approach to distribution of Council's donations budget, whilst endeavouring to ensure that local community needs can be addressed on a priority basis.

- *Economic (Financial)*

The donations to the Gladstone Reserve and Racecourse Trust, the Warwick Park Racecourse Trust and the Rifle Range seem out of step with other donations and Council may like to review these.

Similarly for the 100% rate subsidy for the Pre Schools at Smithtown and Upper Macleay.

Council currently has several votes allocated to donations subsidies. Further funding is not being requested and the revised policy will enable consolidation of some of these votes. The revised policy will also assist to provide consistent and transparent allocation of funding to community groups and organisations.

- *Policy or Statutory*

Current Council Policy is C21:7 Donations and Grants and Subsidies. Shown at [Appendix A](#).

- *Director's Review*

Council may like to add or delete any of the organisations listed within the draft Policy before adopting the Policy.

RECOMMENDATION:

That the revised policy C21:7 Donations and Grants and Subsidies be adopted.

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K J Finnie
DIRECTOR SHIRE SERVICES