
Donations, Sponsorships and Waiver of Fees and Charges Policy

Policy Owner:	Governance & Executive Services
Contact Person:	Council Support Officer – Elected Members
Date of Approval:	11 October 2011 (CS04-10/11)

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations, sponsorship and waiver of fees and charges incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations, sponsorship and waiver of Council fees and charges, a procedure for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or sponsorships from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions. All funding will be allocated at the discretion of Council or the Chief Executive Officer (under delegated authority) and subject to budgetary constraints. No applicant is guaranteed funding support or that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo reserves the right to determine eligibility for financial assistance based on information provided in the funding application. Recipients of funding will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity or project;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City of Wanneroo.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance valuation requirements may disqualify recipients from future funding assistance from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of funding to residents and community groups of the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer and Elected Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups and individual sports people through the implementation of this policy.

REPORTING PROCEDURES

A record of each application determined by the Chief Executive Officer and its assessment against evaluation criteria shall be maintained as part of the City's Delegated Authority Register.

A report noting donations and waivers of fees and charges approved under delegated authority will be prepared and circulated to Elected Members through the Members Clipboard Publication.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least two weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

2. Exclusions:

Council **will not** consider funding applications for donations, sponsorships or the waiver of fees and charges for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities (*only the waiver of fees for an activity, event or function will be considered*);
- 2.3 Retrospective applications;
- 2.4 More than one application per financial year;
- 2.5 Requests from non resident individuals or organisations which do not directly serve or represent the community of the City of Wanneroo;
- 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City of Wanneroo;
- 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 2.8 Requests from organisations who have monies owing to the City.
- 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities.
- 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

- 3.1 All applications must be on official form, otherwise not accepted. The form can be downloaded from the web site at www.wanneroo.wa.gov.au.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Events service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please contact the City's Communication and Events Service Unit or refer to the City's web site at www.wanneroo.wa.gov.au.

- 3.6 Successful organisations without an ABN must be prepared to sign a “Statement by a Supplier” Form in order to be funded.
- 3.7 Any funds not spent in the agreed time are to be returned to the City of Wanneroo;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	SPONSORSHIPS	DONATIONS	WAIVER OF FEES AND CHARGES
Promotes City of Wanneroo’s mission and objectives	√	√	√
Significant benefits to the City of Wanneroo community	√	√	√
Not-for-profit or Non-government organisations	√	√	√
75% of membership of groups requesting support must be City of Wanneroo residents		√	√
Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions	√		
Selection letter included	√		
Disabled athletes, regardless of age.	√		

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations & Waiver of Fees and Charges

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents;
- 4.3 Only 50% of the amount charged for a waiver of fees will be considered with the exception of State or Federal functions and visits by Parliamentarians held within the City;
- 4.4 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.

- 4.5 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed in points 1. to 3. of this policy.

Additional Exclusions:

The City will not consider applications for community group donations or the waiver of fees and charges for:

- 4.6 Requests for continuous or ongoing waiver of fees and charges although a one-off 50% waiver of fees (covering one financial year) may be provided to not-for-profit groups hiring Council facilities. This will be available to groups as short-term support.

5. Sponsorships

- 5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.
- 5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.
- 5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.
- 5.4 Selection of individuals by schools are subject to the following criteria:-
- Funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events.*
- 5.5 Donations approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group’s application.
- 5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.
- 5.7 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed under points 1. to 3. of this policy.

Applications for donations to athletes and performers will be determined under delegated authority by the Chief Executive Officer (up to and including \$500.00) or Council (over \$500.00) according to the following schedule:

Type of competition/exhibition/festival	Amount provided
State (Western Australia)	\$75.00 per individual (capped at \$600 per club)
National	\$200.00 per individual (capped at \$600 per team)
International	\$500.00 per individual (capped at \$1,500 per team)

Additional Exclusions

The City will not consider applications for donations from athletes or performers if:

- 5.8 The athlete or performer receives payment of any kind for their participation in the event or activity; and
- 5.9 Individuals have selected themselves to participate in an event or activity.

6. Specific Donations

The City of Wanneroo will continue to honour its commitment to the following organisations/programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (subject to a request for funding being received):

- 6.1 Cancer Council – Relay for Life
- 6.2 Lake Joondalup Village Choir
- 6.3 Challenge Brass Band
- 6.4 Jaguars Softball Club for Disabilities

7. Applications with extenuating circumstances

If an application for a donation or sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation value/applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO under delegated authority
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications up to and including the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Determined by CEO under delegated authority

Applications over the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Council determination
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Council Support Officer – Elected Members is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Delegated Authority	Is when the CEO is delegated responsibility for the application, management and implementation of this policy in accordance with the City's Delegated Authority Register.
Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Fees and Charges	Are stipulated monetary amounts levied by the City on an organisation or group for the use of a City owned facility or the staging of a particular event or activity.
In-kind Donation	Is the provision of services and/or resources where no cash is exchanged. In-kind requests include, but are not limited to, subsidised or waived venue hire fees, rubbish bins for events and various applications of employee time and other non-monetary resources.

Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Chief Executive Officer Delegation No.11.2

REFERENCES

Community Funding Policy
Facility Hire and Use Policy

RESPONSIBILITY FOR IMPLEMENTATION

Governance

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965

CITY OF WANNEROO DONATION REQUEST FORM

GROUP DETAILS

Name of Organisation or Group: <i>(Cheques will be made out to this name, please ensure an account is available)</i>			
Contact Person <i>(all mail will be addressed to this person)</i>			
Postal Address			
Phone No:		Email Address:	
Incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>	Year of Incorporation:	ABN: <i>(If not, please complete attached Statement by Supplier.)</i>	
Is your organisation registered for GST? Yes <input type="checkbox"/> No <input type="checkbox"/>	Basis of operation: <input type="checkbox"/> Commercial <input type="checkbox"/> Not For Profit <input type="checkbox"/> Registered Charity		

ABOUT YOUR ORGANISATION

Describe the role of your organisation:			
Where do you operate from and in what area? (eg. Suburbs)			
Membership:	No. of members:	How many are residents of the City of Wanneroo?	

ABOUT THE PROJECT OR EVENT

Name of Project or Event:			
Date and Time:		Location and Venue:	
Who can attend?			
Purpose of project or event:			
If in the City of Wanneroo, has an Event Approval Form been submitted? <i>(Event Approval Forms are available by contacting the City of Wanneroo on 9405 5000)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there an entry fee <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much is the fee?
What will the donation be used for specifically?:		Will income be generated as a result of event or project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how will this be used?
How will your organisation acknowledge City of Wanneroo support?		Is the event:	<input type="checkbox"/> One-off Event <input type="checkbox"/> Regular Event

PROJECT OR EVENT BUDGET SUMMARY

Total Cost of Project/Event:	\$
Amount contributed by your organisation:	\$
In kind contribution, (e.g. volunteer time):	\$
Amount from other sources, (e.g. other funding, sponsorship):	\$
Amount Requested from City of Wanneroo:	\$

CITY OF WANNEROO SPONSORSHIP REQUEST FORM

Supporting Group on Behalf of Individuals

This form must be completed by the supporting group to ensure that all participants in the event are captured on the form.

GROUP DETAILS

Name of Supporting Group: <i>(Cheques will be made out to this name, please ensure an account is available)</i>			
Contact Person <i>(all mail will be addressed to this person)</i>			
Postal Address			
Phone No:		Fax No:	
Email Address:			
ABN No:			

EVENT DETAILS

Title of Event:			
Location and Venue:			
Date of the Event*:		State <input type="checkbox"/>	National <input type="checkbox"/>
			International <input type="checkbox"/>

**Applications received after the start of the event will not be eligible for sponsorship*

DETAILS OF INDIVIDUALS ATTENDING EVENT

Name	Residential Address	Date of Birth	M/F

(Attach separate sheet if more names to be included)

SELECTION DETAILS

Who made the selection? <i>(Selection letter/s must be attached for each individual)</i>			
Will any payment be received by the individual/s for participating?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is the cost to each individual to participate in this event?

ACKNOWLEDGEMENT OF CITY OF WANNEROO SUPPORT

If successful, how are you prepared to acknowledge the City's support? <i>(eg. Display promotional items; provide brief report and photos)</i>	
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DECLARATION

I,, (print name) on behalf of (supporting organisation) certify that this request for support includes the details of all individuals 18 years or under who are participating in the stated event and reside within the City of Wanneroo.

Signed: Date: Position: