

DONATIONS POLICY

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Council & Corporate Support
Contact Person:	Coordinator Corporate Support
Date of Approval:	18 June 2024
Council Resolution No:	CS05-06/24

1. POLICY STATEMENT

Council may provide donations to eligible not-for-profit and community organisations to support them to deliver services, programs or events that benefit the City of Wanneroo community. This Policy 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; and
- A standard process for applicants to follow when requesting donations from the Council.

2. OBJECTIVE AND PURPOSE

To provide clear guidelines for the equitable assessment of donation requests 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.

3. KEY DEFINITIONS

Donation/s: a cash contribution to an organisation or group for the purpose of supporting an activity, event, or program with a charitable, welfare, sporting or community service oriented purpose, and does not have an acquittal requirement.

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 purpose and is not distributed to any of its members.

Council Facilities: City owned and operated facilities and reserves that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

Donation Request Form: The application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The form is available on the City's website - [Donation Application Form](#).

4. 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. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application.

Donation recipients will be asked to assess the success of the supported program, activity or event against the following indicators:

- Evidence that the aims of the activity or event were met;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

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 evaluation requirements may disqualify recipients from future donations from Council.

5. IMPLICATIONS

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 through the implementation of this Policy.

6. IMPLEMENTATION

Criteria:

Donation requests must:

- Promote the City's vision and purpose;
- Be for not-for-profit or non-government organisation; and
- Be for organisations where at least 75% of the group's membership are City of Wanneroo residents.

Standard Conditions:

The following conditions apply:

- All applications must be on the Donation Request Form, otherwise will not be accepted;
- Funds should be expended in keeping with ethical conduct and practices;
- The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;

- Event organisers must liaise with the City's Communications & Brand Service Unit before proceeding to use the City's logo or material;
- Event organisers may be required to complete an Event Application Form or a Casual Facility Hire Application Form. For more information please refer to the City's web site - [City of Wanneroo](#);
- Successful organisations without an ABN must be prepared to sign a [Statement by Supplier form](#) in order to be funded;
- Any funds not spent in the agreed time are to be returned to the City; and
- Assistance is provided on a one-off basis with no commitment to future funding.

Community Group Donations:

- Not-for-profit or non-government organisation that has a charitable or community service orientated purpose.
- 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in section 6 of this Policy.

Timeframe:

Applications (except for emergency assistance) must be submitted on the Donation Request Form and must be received at least three weeks prior to the event.

Applicants should note that the assessment process can take between four to six weeks from date of receipt of the application, and that applications submitted less than six weeks prior may not be determined before the event. Applicants are therefore encouraged to apply as early as possible.

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

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

Exclusions:

Council **will not** consider funding applications for donations for:

- Any activity, event or program that contravenes Council's existing Policies;
- The bond associated with the use of Council Facilities;
- Retrospective applications;
- More than one application per financial year, including funding through the Community Funding Program;
- Requests from organisations which do not directly serve or represent the community of the City;

- 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;
- Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- Requests from organisations who have monies owing to the City;
- Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole; or
- State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

Applications with Extenuating Circumstances:

If an application for a donation 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
Applications up to and including the value of \$500 from City of Wanneroo based organisations	CEO (or nominee)
Applications over \$500 from City of Wanneroo based organisations	Council
Applications with extenuating circumstances	Council

7. ROLES AND RESPONSIBILITIES

The City's Coordinator Corporate Support is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required.

8. DISPUTE RESOLUTION (if applicable)

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.

9. EVALUATION AND REVIEW

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

10. RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

REVISION HISTORY

Version	Next Review	Record No.
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
12 October 2021 (CP01-10/21)	12 October 2022	10/67965v4
18 June 2024 (CS05-06/24)	July 2027	10/67965v5