



**LEETON SHIRE COUNCIL**  
*Preserving the Past, Enhancing the Future*

# **LEETON SHIRE COUNCIL POLICY**

**DONATIONS/ASSISTANCE**  
**AND**  
**SPONSORSHIP**

## DONATIONS/ASSISTANCE AND SPONSORSHIP POLICY

### 1. PURPOSE:

Leeton Shire Council recognises the importance of assisting non profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its Community.

Council provides assistance via a number of avenues including grants, sponsorship, donations, use of Council's plant and/or labour resources and the waiving of Council fees and charges.

This policy will guide and assist Council in its assessment of such requests.

### 2. OBJECTIVES:

- To comply with the provisions of the Local Government Act 1993.
- To provide a framework within which requests to Council for financial assistance are assessed.
- To ensure transparency and accountability to the Community
- To provide an accessible and equitable process for non-profit organisations and individuals to seek support from Council.
- To provide a "hand up" not a "hand out"

### 3. DEFINITION:

For the purposes of this policy "Assistance" refers to financial support, waiving of fees and charges and use of Council's resources.

### 4. AVENUES FOR ASSISTANCE:

The below table provides a summary of the various assistance measures available:

|                         |   |
|-------------------------|---|
| Community Grants Scheme | Provides funding support to community groups and organisations in their endeavours to establish, strengthen and/or implement projects which will benefit the Leeton Shire Community. There are two rounds per year. Applications are assessed by a Committee of Council and are subject to an annual budget allocation.<br><br>These grants are advertised in local print and social media when they are opened each round. Eligibility criteria and an application form apply which are updated from time to time by the Grants Funding Committee (with due regard to relevant Council direction). |
| Quick Response Grants   | This grant fund is for one-off projects up to a maximum of \$1,000 and is designed to respond to activities that support the community that arise unexpectedly with limited notice outside of the twice yearly funding round of the Community Grants Scheme..<br>Applications are assessed by Council's General Manager and are subject to an annual budget allocation. Eligibility criteria and an application form apply which are updated from time to time by the Grants Funding Committee (with due regard to relevant Council direction).   |

|                       |  |
|-----------------------|--|
|                       | <p><u>Youth Development (Maximum \$250)</u></p> <p>This fund is available to support young individuals who have been selected to participate at a State, National or International level event in sport, academia or arts. Applications are assessed by Council's General Manager and are subject to an annual budget allocation. Eligibility criteria and an application form apply which are updated from time to time by the Grants Funding Committee (with due regard to relevant Council direction).</p>  |
| Local Heritage Grants | <p>Are offered to assist with the preservation and maintenance of heritage listed properties. Funding (part Council - part Heritage NSW) is generally provided on a 50/50 matching basis. Applications are assessed by Council's Heritage Committee and are open twice per year.</p> <p>These grants are advertised in local print and social media when they are opened each round. Eligibility criteria and an application form apply which are updated from time to time by the Heritage Committee (with due regard to relevant Council direction).</p> |
| Sponsorships          | <p>Requests for sponsorship must have a clear benefit for the Community and Council and will be assessed at time of receipt on a case by case basis. Council has current commitments to sponsoring a number of organisations within the Community. It is Council's general philosophy that sponsorship should be to provide initial establishment support and not ongoing support.</p>   |
| Events                | <p>Assistance and funding for events must have a clear benefit for the Community and Council and will be assessed at time of receipt on a case by case basis. Council has current commitments to sponsoring a number of longstanding events within the Community.</p>  |

This Policy does not cover donations or assistance for matters pertaining to financial hardship or the waiving of Development Application fees. These are covered by separate policies – refer to:

- Financial Hardship Policy
- Waiving of Building and Development Application Fees Policy

**IMPORTANT NOTE:**

During the assessment it may be elected to fund none, some or all of the eligible applications according to the funding available. Council's decision is always final and no correspondence will be entered into once the decision is made.

**5. Funding Agreement**

All successful applicants will be required to sign a funding agreement prior to assistance being released acknowledging acceptance of the following conditions:

- That Council will be acknowledged as providing funds for the project (use of Council logo on flyers etc)
- Assistance provided is to be expended only on projects outlined in the funding application
- That a fully completed acquittal report will be submitted by date specified on the agreement including evidence of project completion

- Projects/activities are agreed to be commenced within 6 months of receiving funding

Assistance will be released once the signed agreement is received by Council

## **6. Acquittal Report**

An acquittal report will be required for all assistance provided. The amount of detail required will be directly relevant to the amount of assistance provided. Amounts of under \$1,000 value will require completion of a one page report and submission of at least one piece of evidence to show that the project was undertaken and finished.

All acquittals will require the submission of a financial report and /or invoice(s) and other relevant evidence.

## **OTHER SUPPORT OUTSIDE OF THE GRANT PROGRAM**

- Council provides annual financial contributions to schools within the Shire towards their awards nights. This includes Leeton High School, Yanco Agricultural High, St Francis De Sales College, Leeton, Parkview, Murrami, Wamoon, Yanco & Whitton Public Schools, St Joseph's Primary School, Gralee School and the Met School. The Riverina Institute of TAFE is also supported for the local awards presentation and the regional awards presentation.

## 7. CONTACTING COUNCIL STAFF

All applicants are encouraged to contact the relevant Council staff member to discuss the merits of their idea before proceeding with an application. Contact with staff has the potential to earn additional points in the assessment process for certain programs.

| Area  | Contact  | Phone     | Email                     |
|---|--|-----------|---------------------------|
| Community projects including youth, seniors, arts and culture | Manager Community Development                  | 6953 0955 | council@leeton.nsw.gov.au |
| Recreation and Leisure  | Manager Parks & Recreation                     | 6953 0914 |                           |
| Events  | Manager Economic Development, Tourism & Events | 6953 0984 |                           |
| Infrastructure Improvements and Use of Council's Plant        | Manager Design & Construction                  | 6953 0934 |                           |
| Heritage Items  | Manager Planning and Environment               | 6953 0924 |                           |
|   |  |           |                           |

## 8 POLICY HISTORY

| Date of Adoption Amendment | Resolution No. |
|----------------------------|----------------|
| 23 July 2014               | 14/186         |
| 22 February 2017           | 17/018         |
|                            |                |
|                            |                |
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