

Community Donation Program



Information and Guidelines

Please ensure that you have read these conditions and guidelines and the Alexandrina Council 'Community Donation Policy' prior to completing the application form to ensure eligibility.

Alexandrina Council encourages and assists a wide range of organisations and events that provide support to the Alexandrina community. It also looks to support individuals participating in cultural, academic or sporting events. An amount of public money is budgeted each financial year to undertake this support. This assistance may be either financial, in-kind (Council services, fee waiver, Council equipment or goods) or a mixture of both.

Please Note: This program is for requests for donations of up to \$1,000 in value for organisations and \$250 for individuals and requests received above this amount will be assessed and presented to a quarterly report to Council. Please consider if your project/event is more suitable for a Community Grant, information on Council's grant funding can be found on Council's website – Grants and Donations page.

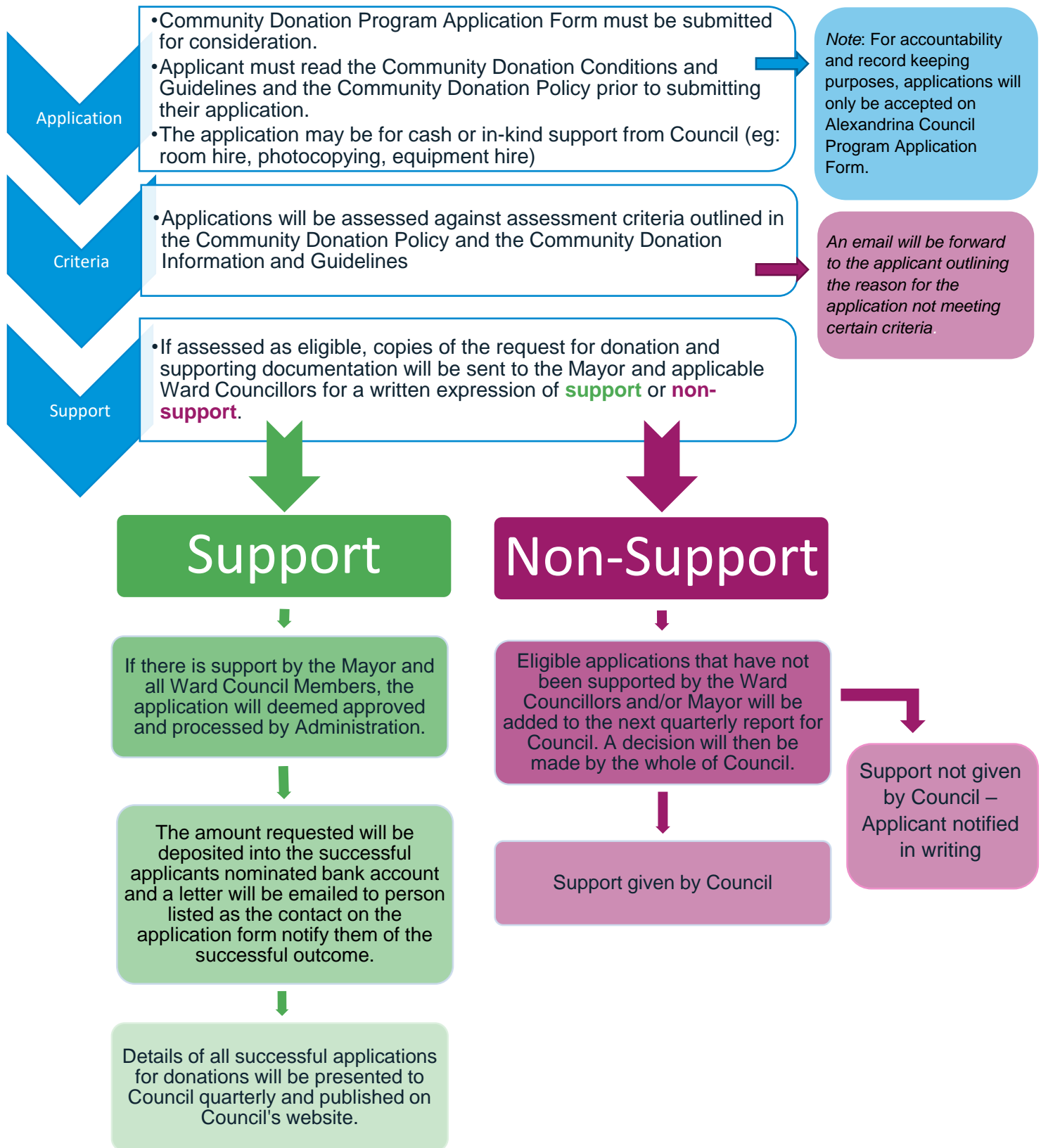
All applications for donations will be assessed for eligibility against the Council's criteria before being forwarded to the Mayor and the elected Ward Councillors of the particular Ward which will benefit from the donation, seeking their support. If support is gained, and is a financial donation, the payment will be deposited by Electronic Funds Transfer (EFT) to the nominated bank account in due course and confirmed in writing. For all in-kind support, arrangements may need to be made and this process will be conveyed by correspondence.

If support is **not** gained by any of the Ward Councillors and/or the Mayor, but still meets the eligibility criteria, the request for donation will be listed on the next Community Donations report to be presented at a Council Meeting. The discussion and decision will then be made by all Council Members present at the meeting. Applicants will be informed in writing that their application will be presented at a particular Council meeting. The decision of Council will then be sent to the nominated person on behalf of the organisation.

All ineligible applications received will be recorded by the Council's records management system, but not presented for consideration. All requests must be made using an Alexandrina Council Community Donation Program application form to be eligible for consideration. All applicants will be notified if they are successful or not.

If a presentation or attendance by the Mayor, Council Member, Chief Executive or any other staff member at an activity/event/photo opportunity, please clearly state this on the application form or contact the Executive Assistant to the Mayor and Council Members on 8555 7000. This needs to be received at least **6 weeks prior** to the event to allow for scheduling.

Community Donation Process





Eligibility Criteria

Applications to the Donations Program for an organisation or group must meet all of the following criteria:

- Be located within the Alexandrina Council area or have some benefit to Alexandrina communities
- Be a not-for-profit, charitable or similar community organisation
- Be an incorporated body or be auspiced (sponsored) by an incorporated body
- Can demonstrate their organisation/group has a strong community development aspect that involves and benefits the broader community through participation or access
- Reflects Alexandrina's A2040 community strategic plan – Liveable, Green, Connected
- Attracts broad or new participation from local residents
- Can be completed in the financial year specified in the application or within a specific time frame.

To be eligible for funding as an individual you must meet all of the following:

- Be a resident of Alexandrina Council
- Be selected to represent at a State / National level
- Be participating in a cultural, academic or sporting event
- Not receive funds for personal gain or profit
- Provide evidence / supporting documentation of event
- Be able to demonstrate justification for financial support.

Applications will only be processed if the *Community Donation Program application form* is completed, and the organisation/group or individual is deemed eligible.

The following applications are to be considered **not** eligible:

- Incomplete applications
- Applications for recurrent/ongoing funding, including operating expenses, refundable bonds, incidentals, ongoing costs or insurance
- That are existing services or programs already funded
- For organisations perceived to have sufficient financial ability to self-fund, unless proof to the contrary can be supplied
- Applicants who have previously applied and been successful in obtaining funding during the current financial year by either donation or grant funding
- Are for previously funded events or projects of an ongoing nature
- If the application is submitted by a business entity
- The application is received during or after the event/activity has occurred (retrospective funding)
- Received from applicants that are perceived to gain some commercial benefit from the donation
- Funding can be sort through alternative Council funding streams.



Conditions

Applications will only be accepted on the Alexandrina Council *Community Donation Program application form*.

Only one application will be accepted from any one group, organisation or individual in any one financial year.

In the event there is a cancellation of an event, the applicant must notify Council as soon as is practical and the financial or in-kind donation received must be returned to Council.

Following the event/project, any unexpended funds or unused goods must be returned to Alexandrina Council as soon as is practical.

Reporting / Acquittal

Successful applicants are required to provide Council a brief statement specifying how funds were expended.

Applicants who do not complete an acquittal will be ineligible for future funding.

Budget Allocation

Each July Council sets a budget for this program. Once this amount has been adopted Council will process applications in order of receipt.

If the budget allocation is exhausted prior to the conclusion of the financial year, applicants will be notified and requested to reapply from July of the next financial year (pending Council annual approval of the budget).

Please note that for time specific activities like an annual event, if scheduled to be held in the meantime, cannot be funded retrospectively.

Community Donation applications cannot be processed during Council's caretaker period (Election period).

For further information please contact Council on 8555 7000 or email to alex@alexandrina.sa.gov.au