

DONATIONS POLICY

COMMUNITY POLICY

1. Scope

The Donations Policy (this 'Policy') applies to all requests for monetary donations independent of Livingstone Shire Council grants, sponsorship and/or in-kind support programs.

2. Purpose

Council is requested from time to time to provide a monetary donation to individuals, community groups, charities and other organisations that do not fulfil the criteria for any of Livingstone Shire Council's established funding programs (Community Assistance Programs Policy). This Policy establishes a framework within which donation requests can be applied for, approved and administered.

3. References (legislation/related documents)

Legislative reference

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Related documents

Community Assistance Programmes Policy

Code of Conduct (Employees)

Community Plan 2030

Financial Delegations Directive

4. Definitions

To assist in interpretation, the following definitions shall apply:

Applicant	Individuals, groups, businesses, organisations or community/sporting groups seeking assistance from Council by way of monetary donation.
Council	Livingstone Shire Council.
Donation	The act of giving money to help a person or organisation.
Not for Profit Organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect.

5. Policy Statement

Livingstone Shire Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's donation program is available to not for profit organisations and individuals that provide a recognised contribution to the Shire.

Council's preferred method of providing funding is through Council's Community Assistance Program, however there are some requests that do not meet the eligibility criteria of existing funding programs.

The level of assistance available is limited by Council's budgetary allocation which is set each financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested. Applicants can only apply for one donation per year.

5.1 Eligibility Criteria

5.1.1 Groups and/or Organisations:

- 1) The majority of services and/or activities of the group or organisation must benefit Livingstone residents and improve the overall liveability of the Shire;
- 2) The initiative is not eligible for any funding programs listed in the Community Assistance Policy;
- 3) The initiative is relevant to goals and strategies within the Community Plan;
- 4) Evidence of demonstrated attempts to raise funds from other sources; and
- 5) Has no outstanding payment owed to Council.

For example, a trophy or award for an event/awards ceremony OR a donation to a charity for their operations.

5.1.2 Individuals:

- 1) Resident of Livingstone Shire Council;
- 2) Not eligible for any funding programs listed in the Community Assistance Policy;
- 3) Relevant to goals and strategies within the Community Plan;
- 4) Evidence of demonstrated attempts to raise funds from other sources including, where relevant, other government initiatives (e.g. Queensland Government Athlete Assistance);
- 5) Has no outstanding payment owed to Council.

For example, contribution towards travel/equipment to represent their club/organisation at a sporting event outside Livingstone Shire.

5.1.3 Exclusions:

Under this policy Livingstone Shire Council does not provide donations for:

Commercial groups, organisations or businesses;

- Government agencies or Departments of Local, State or Federal Government;
- Purchase of food and beverages;
- Part or all of Council rates/fees/charges;
- Masters Games competitors as these competitions are self nominated; or
- Participation in a competition, championship, exhibition or showcase held within Livingstone Shire.

5.2 Application Process

Applications can be made at any time by applicants by completing the Livingstone Shire Donation Request Form available on Council's website.

5.3 Assessment Process

Applications under five hundred dollars (\$500.00) will be assessed and approved via Manager delegation.

Applications over five hundred dollars (\$500.00) will be assessed and approved via General Manager resolution.

5.4 Notification

Applicants will be notified when their request has been received and the expected timeline for a decision.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

Version	Date	Action
1.0	17/09/24	Policy Adopted
2.0	16/09/25	Amended Policy Adopted – References and section 5 updated

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