

Administrative Guidelines

Community Donations Program

Guidelines

These guidelines are to be read in conjunction with Ipswich City Council's Community Donations Policy.

Community Donations Program Overview

Through the provision of community donations, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

The Community Donations Program allows for funds to be allocated to not-for-profit community organisations for community purposes.

Community Donations support community organisations to deliver initiatives that address identified local community needs.

Timeframe

Applications for Community Donations can be submitted at any time during the year. Council encourages applicants to apply at least 6 weeks before their project commences.

Applications received after commencement or completion of an event or activity are ineligible and will not be considered.

Funding Range

The maximum amount of funding available to an applicant community organisation in any one financial year (whether single or cumulative, and including all categories of available community donations) is \$15,000.00, unless otherwise approved by resolution of Council.

Funding Availability

The total funding available for Community Donations is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Community Donation may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Eligibility Criteria

To be eligible for a Community Donation community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- have a committee of Management that accepts responsibility for the administration of the funding;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate and adhere to sound workplace health and safety practices;
- have satisfactorily accounted to Council for the expenditure of any previous funding (for example community grants or other community donations);
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements, antidiscrimination laws, privacy, confidentiality and freedom of information laws, registration or accreditation of professional employees and preparation and dissemination of annual reports;
- have an adequate risk management plan in place (where considered relevant by Council); and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

Exclusions

The following will not be considered eligible for a Community Donation:

- Government agencies or departments of local, state or federal government; with the exception of schools
- Individuals and private profit-making organisations; and
- Organisations who have outstanding, incomplete or unsatisfactory acquittals for funding provided by Council or outstanding debts with Council.

Eligible Projects/Programs

To be eligible to be assessed for a Community Donation a project or program must:

- be submitted on the required application form;
- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich;
- aligns with the priorities of Council's Corporate Plan; and
- adheres to the specific terms and conditions as set out in the Community Donations Administrative Guidelines.

The following will not be eligible for a Community Donation:

- Funding requests that are considered by Council to be solely the funding responsibility of other levels of government;
- Applications from primary or secondary schools where the funding request relates to initiatives that are considered to be core curriculum projects. The Council does however encourage partnerships between schools and community organisations (P&C Associations);
- Applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with travel and accommodation;
- Initiatives or activities that have already commenced or have been completed prior to Council approvals;
- Normal operational expenses of community organisations, such as insurances or rental subsidies;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities by which the requested funding will be expended outside of the Ipswich region or will not be for the benefit of Ipswich residents;
- Funding requests made retrospectively (i.e. for a project or program that has already occurred);
- Projects or programs which have already received funding from Council; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of the submission of the application.

Funding Principles

Ipswich City Council applies the following principles when providing support through its Community Donations Program:

- Building on the strengths that exist within the local community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Maintaining and providing basic community infrastructure
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City.

In addition, Council is committed to the efficient and effective delivery of the Community Donations Program and transparency and accountability in decision making.

Assessment Process

All applications will initially be assessed against the eligibility and exclusion criteria as detailed above and this assessment will include consideration of the Ethics Framework discussed below.

Eligible applications will also be assessed against weighted criteria including:

- How the project/program aligns with Council's Corporate Plan – 10% weighting
- How the applicant determined the need for the project – 30% weighting
- The expected outcomes of the proposed project – 35%
- The sustainability of the project beyond Council funding – 25% weighting

Scoring is outlined below:

Score	Explanation
1	Application is non-responsive to the question
2	Limited response to the question
3	Satisfactory response to the question
4	Strong response to the question
5	Outstanding response to the question

The score which an application receives out of 100 determines the amount of funding recommended as follows:

Score	Explanation
80–100	Recommended funding is 100% of the requested amount
60–79	Recommended funding is 75% of the requested amount
40–59	Recommended funding is 50% of the requested amount
Less than 40	Application is declined

Ethics Framework

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

Importantly, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

Approval Process

Unless otherwise provided for in the related policy, final decisions on approval of applications are made by the Interim Administrator or his delegate.

Assessment Process

Terms and Conditions

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- All community donation funding must be acquitted within eight (8) weeks of project or expenditure completion;
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within eight (8) weeks of the expenditure of the funds;
- Applicants must use funds for the purpose for which funding was awarded;
- If expenditure of the funds has not commenced within three months of the date of approval, or such later time as authorised in the approval, Council may ask the applicant to show cause why the approval and funding should not be withdrawn. If reasonable cause is not shown the applicant may be requested to refund any monies advanced;
- If the funds are not fully spent, all remaining funds must be returned to Council; and
- Again, as noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

Making an Application

Applications for funding through the Community Donations Program must be made using the online Community Donations Application Form. Community Officers and Grants Officers can assist community organisations in lodging their online application. Council staff however may not act on behalf of

applicants in verifying or certifying application information or by submitting the application on behalf of the applicant.

Additional information supporting applications can be attached as required throughout the online application process, for example:

- Research to demonstrate identified needs/emerging community issues
- Letters of support which demonstrate community support for the initiative proposed

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project.

Please note: applications which propose to purchase goods or services **must** include copies of quotes received and/or appropriate permits, approvals, insurances etc. Further, wherever possible, goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered. This includes applications which have failed to provide relevant documentation.

Applications must be submitted using the [online application form](#).

Once submitted applicants will receive a confirmation notice.

Notification of Funding Approval

Once an application has been decided the applicant will be provided with written advice of the outcome.

Where an application is approved the applicant will be provided with details of any conditions of the approval and any specific requirements which are prerequisite to the payment of the funding.

In accordance with section 202 of the *Local Government Regulation 2012* notice of the approval will be published on Council's website and displayed in a conspicuous place within Council's public office.

Request for Review

Applicants who believe there has been an administrative error in the assessment of the application may request a review of the decision.

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