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| <b>Approved by Council on</b>           | 10 December 2019 |                        |
| <b>Date of Review</b>                   | 10 December 2023 |                        |

## 1. Statement

This funding program provides council with an annual amount (subject to annual budget allocations) for the allocation of community donations to spend for community purposes to benefit Ipswich residents. With an emphasis on community development and social infrastructure this policy aims to build community capacity, encourage participation, and develop vibrant, engaged and more resilient local communities.

This policy ensures an equitable, open and transparent process which complies with relevant legislation for community organisations to seek financial assistance. The policy and associated Administrative Guidelines act as tools to ensure that decision-making around the provision of community donations is transparent, accountable and contributes to the council's corporate objectives.

Council's funding for community donations cannot be:

- carried over for more than one financial year;
- used for land acquisitions without a supporting council resolution;
- used for any purposes contrary to the Corporate Plan, strategy, policy or adopted resolution; or
- used for purposes not consistent with the adopted eligibility criteria.

## 2. Purpose and Principles

The purpose of this policy is to provide a framework which guides the administration of council's Community Donations Program in a manner consistent with council's Community Grants Policy and corporate priorities; and complies with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This policy is to be read in conjunction with the Community Donations Administrative Guidelines.

The outcomes of this policy include:

- an ability for community donations to be budgeted for community purposes and allocated by council at its discretion, including community donations for capital works that are for a community purpose
- achieving the objectives of council's Corporate Plan, long-term asset management plan and annual budget;
- providing community organisations with financial support to meet identified community need and provide benefit to the broader Ipswich community; and

- distributing funds in an equitable, transparent and sustainable manner.

The following principles provide a consistent approach to the administering of this policy and the delivery of council's Community Donations Program:

- Community organisations are provided with funding support to provide community benefit to the Ipswich community, in line with council's corporate priorities.
- Funds may be provided in the form of monetary donations to support a community organisation's initiatives during the funding year or toward an approved capital project.
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

### 3. Strategic Plan Links

This policy relates to:

- Caring for the Community

### 4. Regulatory Authority

- *Local Government Act 2009*
- Corporate Plan 2017-2022
- Advance Ipswich Community Plan

### 5. Scope

This policy applies to the community donations made available from council to community organisations.

This policy does not apply to council's grants, sponsorships, scholarships or bursaries made by resolution of the council or the allocation of under citywide or divisional works and normal operational programs.

#### Assessment Criteria

This policy's guiding principles, in addition to the assessment process discussed within the Administrative Guidelines, inform decision-making around the allocation of council's Community Donations Program.

This Policy takes effect from **29 January 2019**.

### 6. Roles and Responsibilities

#### Assessment

The Community, Cultural and Economic Development Department is the primary assessor of eligibility under council's Community Donations Program, working in collaboration with various council departments to develop, promote, manage and regularly review the program. The department plays a lead role in the provision of support and advice to potential applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

### Financial Probity

Council's Community Development Branch is responsible for the administration of council's Community Donation Program and for the recording and follow-up of acquittal of funds distributed under the Community Donations Program.

Council's Finance Branch is responsible for the payment of funds allocated under the Community Donations Program.

### Executive Direction

The Office of the Chief Executive Officer provides direction and, where required, approval for community donation applications.

## 7. Key Stakeholders

- Community Development Branch – Community, Cultural and Economic Development
- Finance, Corporate Services Department
- Chief Executive Officer
- General Managers

## 8. Monitoring and Evaluation

The effectiveness of this policy will be measured by:

- Staff training to ensure understanding of the policy.
- Audit undertaken by Internal Audit.

## 9. Definitions

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| <b>Acquittal</b>              | The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.  |
| <b>Business</b>               | A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.   |
| <b>Community Organisation</b> | "An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit", i.e. not-for-profit organisation. "Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members". A community organisation operates with a primary purpose of providing services to the community. |
| <b>Community Purpose</b>      | A purpose that is in the public interest to residents of the City of Ipswich.   |
| <b>Community Donations</b>    | A Community Donation is the gifting of funds to an eligible organisation to be spent for a community purpose. A Community Donation is provided to an eligible organisation without  |

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|                        | expectation of reciprocated benefits.   |
| <b>Individual</b>      | A person which is not a community organisation.   |
| <b>In-Kind Support</b> | In-kind support includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services. |

#### 10. Policy Owner

The General Manager (Community, Cultural and Economic Development) is the policy owner and the Manager (Community Development) is responsible for authoring and reviewing this policy.