



## RICHMOND SHIRE COUNCIL DONATIONS POLICY

<b>POLICY NUMBER:</b>	<b>043</b>
<b>INFOXPRT REF:</b>	<b>51368</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2026</b>

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### 1. OBJECTIVE

This policy has been developed to assist Council in administering its annual Donations Budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year.

- To assist applicants to achieve their personal or club goals
- To provide Council with a consistent response to requests for donations
- To provide clear procedures for staff when responding to requests for donations
- To provide delegated authority to the Chief Executive Officer to determine requests for donations up to the value of \$250.00

### 2. DEFINITIONS

- Donation: Any direct monetary contribution or provision of Council services, facilities or equipment and not eligible for assistance under any other Council Grants Scheme
- Applicant: Individual or not for profit organisation. Must be 18 years or applied by Parent/Guardian on behalf of.

### 3. POLICY

- Requests for consideration of a donation will be accepted on an ongoing basis and must be in writing to the Chief Executive Officer addressing all criteria on the prescribed form. Official Application is available at the Shire office or online at [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)
- Council will not guarantee approval of requests received a minimum of twenty-eight (28) days before the event to which they apply.
- Council may at its discretion consider requests for amounts greater than \$1,000.00 and/or the distribution of funds outside the Shire for events **that can demonstrate benefit to the community as a whole.**

### 4. CRITERIA

- To be considered eligible for a donation an applicant must:
- Must be 18 years (or applied for on behalf of by Parent/Guardian)
- Be not for profit
- Be not for personal profit
- Be a resident or organisation based within the Richmond Shire (Richmond State School and Distance Education students only)
- Council may at its discretion consider requests for amounts greater than the prescribed maximum and/or the distribution of funds outside the Shire for events relating to regional, State or National significance or of significant value to the community.

- Number of requests previously approved/refused
- Have a purpose for a charitable cause or financial assistance to gain opportunity to excel in chosen sport or educational benefit.
- Not to be the recipient of any other financial donation from Council within the same calendar year.
- Not be for a Federal or State Government funded initiative
- Council may at its discretion request the applicant if they have received funding/sponsorship from other sources
- Council requires the successful applicant to provide a written report to Council when the donation has been utilised and how

## **5. IMPLEMENTATION**

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

## **6. APPROVAL**

Date of Adoption: 22 November 2011  
Policy Reviewed: General Council Meeting 20 August 2024  
Resolution Number: 20240820.5

Policy Authorised: Peter Bennett  
Chief Executive Officer