

# DONATIONS PROCEDURE

## 1. Scope

The Donations Procedure (this 'Procedure') 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, not for profit community groups, charities and other organisations that do not fulfil the criteria for any of Livingstone Shire Council's established funding programs (Community Assistance Program Policy). This procedure establishes the process within which donation requests can be applied for, approved and administered.

## 3. Related Documents

### Primary

*Donations Policy*

### Legislative reference

*Crime and Correction Act 2001*

*Local Government Act 2009*

*Local Government Act Regulation 2012*

*Public Sector Ethics Act 1994*

### Related documents

*Community Assistance Programs Policy*

*Code of Conduct (Employees)*

*Donation Received Form*

*Financial Delegations Directive*

*The Community Plan*

*Livingstone Shire Donation Request Form*

*Payment Authority Form*

## 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. Procedure

### 5.1 Eligibility Criteria

#### 1) Groups and/or Organisations

- a) The majority of services and/or activities of the group or organisation must benefit Livingstone residents and improve the overall liveability of the Shire;
- b) The initiative is not eligible for any funding programs listed in the Community Assistance Policy;
- c) The initiative is relevant to goals and strategies within the Community Plan;
- d) Evidence of demonstrated attempts to raise funds from other sources, including where relevant, other government initiatives (eg Queensland Government grant funding); and
- e) 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.

#### 2) Individuals

- a) Resident of Livingstone Shire;
- b) Not eligible for any funding programs listed in the Community Assistance Policy;
- c) Relevant to goals and strategies within the Community Plan;
- d) Evidence of demonstrated attempts to raise funds from other sources including, where relevant, other government initiatives (eg Queensland Government Athlete Assistance); and
- e) 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.

#### 3) Ineligible

Under the Donations Policy, donations are not provided for:

- Commercial groups, organisations or businesses;
- Government agencies or Departments of Local, State or Federal Government;
- Purchase of food or beverages; or
- Part or all of Council rates/fees/charges.

### 5.2 Application Process

Applications can be made at any time by applicants by completing the Livingstone Shire Donation Request Form. The Donation Request Form is available on Council's website and customer service points and can be returned at any Council customer service point or via email to [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au).

Submitted Donation Request Forms are sent to the General Manager of Communities.

### 5.3 Assessment Process

Applications under five hundred dollars (\$500.00) will be assessed and approved via General Manager delegation and applications over five hundred dollars (\$500.00) will be approved via Council resolution. All applications are assessed against the below criteria;

- Organisations and/or individuals can demonstrate alignment to the Community Plan;

- Organisations and/or individuals can demonstrate an advantage for the broader community of the Shire; and
- Organisations and/or individuals have not received adequate funding, sponsorship and/or in-kind support from other sources.

#### 5.4 Notification

Applicants will be notified within forty-eight hours (48) that their application has been received and the expected timeline for a decision.

If successful, the recipient will be required to sign a Donation Received Form as acceptance of the donation and complete a Payment Authority Form to allow money to be transferred.

As soon as practicable after an amount has been allocated from the Donations Fund, Council will publish information on their website stating the name of each recipient and the amount and purpose of the allocation.

#### 5.5 Budget

Council nominates an amount to distribute in accordance with the Livingstone Shire Donations Policy and Procedure as part of budget preparations annually. This amount will be reviewed each budget cycle. If the budget is expended prior to the end of the financial year, this information will be published on Council's website.

### 6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced or other circumstances.

### 7. Repeals/Amendments

Version	Date	Action
1.0	03/09/2024	New Procedure Approved

**SONIA TOMKINSON**  
**ACTING GENERAL MANAGER COMMUNITIES**