

## DONATIONS

### 1. Objectives

Encourage independence and self reliance within the community.

### 2. Principle

Council recognises the value of charitable organisations within our community to assist in the development of appropriate services suited to the community's needs. Council is committed to a positive approach as a corporate citizen and will provide aid to those organisations as is possible within budgetary constraints.

### 3. Issues

A range of organisations and individuals seek financial assistance from Council annually. Council is not in a position to provide substantial assistance to all requests. Requests are received from organisations which may not be registered charities and from organisations about whom little is known. Requests are received from organisations which may provide limited assistance or be of little relevance to the Cottesloe community.

### 4. Policy

- a. All applications to be in the form as set out in the attached Schedule.
- b. All applications will be assessed by the Chief Executive Officer in accordance with the criteria set out below.
- c. The Chief Executive Officer may refer applications that meet the criteria set out below to Council.
- d. Donations will be made by Council at its absolute discretion and Council may be guided by the following criteria.

### 5. Assessment Criteria

Donation requests will not be considered where:

- a. The applicant is a private and for profit organisation or association.
- b. The applicant is an individual person.
- c. The application is in relation to general fundraising.
- d. The application is for funding for conferences and conventions.

Priority will be given where:

- a. The applicant is a registered not for profit organisation and has a base or visible presence in Cottesloe or within the Western Suburbs;
- b. The applicant is a community group based in Cottesloe or has a visible presence within Cottesloe or has significant impact on residents of Cottesloe.

- c. The applicant can demonstrate that the funds will provide some benefit to Cottesloe residents.
- d. The funds are required for a new initiative or significant once off project.
- e. The applicant has not received a donation from Council within the previous two years.
- f. If the donation is for an event entry to the event is free of charge to Cottesloe residents to attend and participate.
- g. The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

Adopted	August 1994
Rescinded	26 July 2004
Adopted	August 2004
Expected date of review	

## DONATION APPLICATION

- Donation requests should be made before 1 April each year for funding in the next financial year.
- Priority is given to new initiatives which enhance the lifestyles of those living within the area.
- Previously successful applicant should not assume that funding will always be granted.
- Other sponsorship priorities and eligibilities are listed on an attached sheet.
- The information provided is designed to assist you in making your application for donation and to enable us to efficiently deal with your request.
- The Town can only make grants to organisations with a bank account.

Name of organisation:	
Postal Address:	
Postcode:	
Contact person and position held:	
Phone: (W)	(M)
When was the organisation established?	
Is the organisation not-for-profit? <b>Y/N</b>	Is the organisation a registered association? <b>Y/N</b>
Does the organisation have an ABN number? <b>Y/N</b> If yes, the ABN number:	
Aims of the organisations:	

If the Town of Cottesloe has previously assisted your organisation by either direct donation or by waiving service costs please provide the date, amount and purpose of the previous assistance.


Amount requested from the Town of Cottesloe for this donation: \$
Date when the donation is required:

## DONATION APPLICATION

Project description:

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How the project benefit the Cottesloe Community:

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Please provide details of whether the project will be ongoing/regular or one off:

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Please provide details of how the donation from the Town of Cottesloe will be used:

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If there is a cost (including donations) for the Cottesloe community to participate, please provide the amount and details:

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Please provide details of what acknowledgement the Town of Cottesloe will receive for its donation:

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Please note: should there be insufficient space, please attach any relevant information.

## DONATION APPLICATION

### Budget Summary

If appropriate, please attach a detailed budget for the project.

#### Expenditure

	\$
	\$
	\$

TOTAL EXPENDITURE \$

#### Income

Organisations Contribution	\$
	\$
	\$
Box office/entry fees/sales estimates (if appropriate)	
Amount requested from the Town of Cottesloe	

TOTAL INCOME \$

### Donation Agreement

If donation is approved I/the organisation agree:

- To provide the Town of Cottesloe with a tax invoice for the amount granted.
- To present the Town of Cottesloe with a report on the event including a financial report of the sponsorship expenditure, copies of material which feature the Town's logo and a brief assessment of the project's success (Donation's over \$500 only).
- Please notify Council immediately, if the donation amount granted is used differently to what was listed in the application form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Chief Executive Officer  
Town of Cottesloe  
109 Broome Street  
COTTESLOE WA 6011

### Donation Assessment Criteria

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when assessing applications.

Donation requests will not be considered where:

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