

Donations - Financial Assistance

Policy Objective

To direct the process of administering financial assistance to the local community-including not for profit groups, local schools, sporting, and recreational clubs and disaster relief appeals. The aim of the financial assistance is to provide a direct benefit to residents of the City of Belmont and to allow for additional flexibility to respond to the changing needs of the community*.

Policy Detail

The City of Belmont will consider administering financial assistance and donations under one of the following programs:

- Community Contribution Fund
- Specific Donations (through formal Memorandums of Understanding)
- In Kind Donations (use of Council community facilities)
- Other Donations/Financial Assistance (Sand and Turf Line-Marking Painting; Sporting/Cultural; Your Neighbour Community Grants; Community Sporting and Recreation Facilities Fund; and other grant funding opportunities that may arise).

Requests for financial assistance will only be considered where it is determined that the financial assistance will provide a direct benefit to the City of Belmont communities by service provision that is reflective of community needs*.

To ensure the administration of funds meet the changing needs of the community and are subject to continuous improvement, the above programs have guidelines and/or templates which are maintained, reviewed, and modified at an operational level. The Executive Leadership Team are responsible for approving or rejecting proposed changes to program guidelines and templates.

Any applications for funding which meet the associated program guidelines or templates will go through the process of assessment, review, and recommendations by the responsible Officer of the related program in conjunction with the relevant Manager, or an assessment panel where relevant.

Asset improvement requests

The replacement of City-owned assets is typically funded and undertaken as part of renewal programs identified through Asset Management Plans. Where an application relates to the upgrade and/or replacement of existing City-owned assets nearing the end of their useful life, and the project will significantly increase the useful life of the asset, the City may consider an increased level of contribution. The following Delegated Authority exists for requests for financial assistance under this policy:

- up to \$5,000 per application - Chief Executive Officer

- more than \$5,000 per application - Council

Where an application relates to financial support from external grant funding opportunities for developing new or upgraded infrastructure not currently scheduled for renewal through the City's Asset Management Plans (including fixed equipment/assets and sports lighting), the application will be considered based on a ratio of up to a maximum of one third of the costs contributed by Council and two thirds being the responsibility of the applicant. The contributions from the applicant may take the form of a grant, self-help, or cash (including external grants).

**The only occurrence where recipients/communities outside the City of Belmont could be eligible to receive financial assistance is when supporting disaster relief appeals.*

Reference/Associated Documents

Nil.

Reference to Internal Procedure

WI – Administer funds to local organisations for provision of sand and turf line marking paint.

WI – Community Contribution Fund

Community Contribution Fund Guidelines

Community Contribution Fund Application Form

Community Sporting and Recreation Facilities Fund Guidelines

Sporting and Cultural Donations Guidelines

Hall Hire in Kind Donations Application Form

Reimbursement for Sand or Turf Line Marking Paint Application Form

Your Neighbour Community Grant Application Form

Belmont Business Innovation Grant Application Form

Definitions

Nil.

This Policy is supported by:		
Policy No:	CP50	
Strategic Community Plan Strategy:	<p>5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community.</p> <p>5.6 Deliver effective, fair, and transparent leadership and decision-making, reflective of community needs and aspirations.</p>	
Register of Delegations:	N/A	
Service Area:	Development and Communities	
Policy Owner:	Manager Economic and Community Development	
Policy Stakeholders:	Coordinator Community and Cultural Engagement Coordinator Community Wellbeing Coordinator Business Continuity and Risk	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
01/03/05		11.4.1
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28/04/09		12.10
27/07/10		12.9
22/11/11		12.9
28/08/12		12.3
25/06/13		12.8
29/10/13		12.7
28/10/14	Minor	12.4
27/09/16	Review - Major	12.9
25/09/18	Review - Major	12.5

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10/12/19	Review - Major	12.8
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22/08/23	Review - Moderate	12.10