

# Donations Program Policy

JUNE 2025

Version: 2



City of  
Newcastle

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# Part A Preliminary

City of Newcastle (CN) acknowledges the contributions made by Charitable Organisations in the Local Government Area (LGA) and where possible commits limited funds to help these organisations achieve their objectives.

## 1 Purpose

- 1.1 The purpose of this policy is to:
  - 1.1.1 establish a consistent, equitable and transparent process for responding to requests for Donations of monetary value;
  - 1.1.2 ensure all requests are given equitable consideration;
  - 1.1.3 ensure the funding of Donations represent value for money for CN;
  - 1.1.4 ensure funds provided by CN to Charitable Organisations are allocated in the most effective and accountable manner; and
  - 1.1.5 ensure this policy and associated procedures comply with the Local Government Act 1933 (**the Act**) Section 356 and Section 377(1A).

## 2 Scope

- 2.1 This Policy applies to all requests for Donations of money or services / products with a monetary value.
- 2.2 A breach of this Policy is a breach of CN's Code of Conduct.
- 2.3 This Policy does not apply to:
  - 2.3.1 CN Sponsorship Programs
  - 2.3.2 CN Grant Programs
  - 2.3.3 CN Special Business Rate Funding

## 3 Principles

- 3.1 Council commits itself to the following principles:
  - 3.1.1 **Accountability and transparency** - the Policy provides a framework for the transparent and merit-based provision of support and a system of accountability; and
  - 3.1.2 **Equality** - equitable assessment of each request received.

## 4 Legislative framework

- 4.1 By adopting this Policy, Council is endorsing the Donations program as a specified program of financial assistance in accordance with sections 356 and 377(1A) of the Act.
- 4.2 The Donations program operates within the Newcastle LGA for the benefit of residents of the Newcastle LGA.
- 4.3 All Charitable Organisations in the Newcastle LGA may apply, subject to meeting the Eligibility Criteria.

## Part B Request, assessment and payment

### 5 Funding limits

- 5.1 CN resources are limited and not all requests will be funded.
- 5.2 CN does not guarantee to fund any Donation to the full amount requested.
- 5.3 The elected Council determines the budget for Donations annually as part of the Operational Plan process.
- 5.4 When the annual budgetary limit is reached, no further requests will be considered.
- 5.5 Applications will be assessed as per Annexure A.
- 5.6 Where a Donation is approved, this is not to be taken as an ongoing commitment to repeat funding for following years.
- 5.7 Requests will be considered on a financial year basis, and Charitable Organisations may apply once per financial year.
- 5.8 To ensure equitable consideration of Donations, Charitable Organisations receiving two consecutive years of funding will not be considered for the following two years.
- 5.9 Donations will not be considered after 30 June in the year of a Council Election, until after the Returning Officer declares the election result in writing.

### 6 Eligibility Criteria

- 6.1 To be eligible, requests must:
  - 6.1.1 Be on the Donations Program Request Form, and all sections must be completed.
  - 6.1.2 Demonstrate a link to the Newcastle LGA, and any proposed activity must take place in the Newcastle LGA.
  - 6.1.3 Be submitted by a registered Charitable Organisation.
  - 6.1.4 Demonstrate how the Donation will benefit the people of Newcastle and be aligned to CN's [Community Strategic Plan](#).
  - 6.1.5 Not be from a Government Department, with the exception of educational institutions proposing an event that is open to students throughout the Newcastle LGA, and/or brings students from throughout the region to the City, and benefits the wider Newcastle community.
  - 6.1.6 Not be from individuals, commercial businesses, political parties or family of current Councillors.

### 7 Assessment and approval of requests

- 7.1 Requests must demonstrate how the Donation meets the eligibility criteria in section 6.
- 7.2 Requests will be reviewed and approved as per Annexure A, and an Assessment Panel will be established and made up of:
  - 7.2.1 Executive Manager Finance, Property and Performance; and
  - 7.2.2 Two other CN staff nominated by the Executive Manager Finance, Property and Performance.

## 8 Payments and tax invoice

- 8.1 Upon authorisation from CN's Chief Executive Officer, the successful applicant will supply CN with a valid Tax Invoice for the authorised amount.
- 8.2 All invoices must be received before the end of the financial year in which the donation was awarded and the activity held.

## 9 Reporting

- 9.1 Organisations receiving funding will be required to complete a brief statement of account within 30 days of the expenditure of the donation, including a photograph if possible.
- 9.2 Acknowledgement of CN's donation should be made publicly where possible.
- 9.3 This information will be tabled as part of CN's Annual Report to Council.

## Part C Roles and Responsibilities

POSITION	RESPONSIBILITY
Elected Council	<ul style="list-style-type: none"><li>• Determines the budget for Donations as part of the operational plan process</li></ul>
Chief Executive Officer	<ul style="list-style-type: none"><li>• Oversight of this Policy</li><li>• Assessing donation requests against this policy</li><li>• Approving donation requests</li></ul>
Executive Manager Finance Property & Performance	<ul style="list-style-type: none"><li>• Assessing donation requests and providing advice to the CEO</li><li>• Nominating additional staff when assessing donation requests valued at over \$2,500</li><li>• Processing payments and documentation</li></ul>

# Annexure A - Definitions

**Activity** is a one-off or time-limited task/undertaking or series of linked tasks/undertakings with specific goals and conditions, defined responsibilities, a budget, planning, information about the parties involved and a specific start date and end date. An Activity can also be referred to as a Project.

**Assessment Panel** means the panel assessing applications and determining Grant as set out at section 7.

**Community Strategic Plan (CSP)** is the highest level of strategic planning undertaken by CN. It identifies the main priorities and aspirations of the community and provides a clear set of strategic directions to achieve the community's vision.

**Council** means Newcastle City Council

**Charitable Organisation** means a registered charity as listed on the Australian Charities and Not-for-profits Commission (**ACNC**) Register.

**Donation** is a financial contribution made by CN without consideration or conditions other than the Donation must be used in accordance with CN's objectives and have a demonstrated benefit to the community.

**Grant** is the financial support provided to applicants for an Activity. A Grant seeks a nominal return on investment from the benefits provided the community. Benefits may include improvement in the quality of life for the community from Activities meeting identified needs.

**Special Business Rate** are funds collected from I declared city precinct businesses within Newcastle LGA for the promotion, beautification, and development of the precincts, and awarded through a competitive application process.

**Sponsorships** are commercial agreements in exchange for a benefit(s). Sponsorship is not philanthropic with the sponsor expecting a benefit (return on investment) as agreed in a Sponsorship agreement.

## Annexure B - Authorisations

This Policy Authorisation may be updated and amended by the CEO from time to time.

In accordance with section 378 of the *Local Government Act 1993*, the Chief Executive Officer delegates the following functions to the positions listed:

Title of Authorisation	Description of Authorisation	Position Number and Title
Applications less than \$2,500	Assess and approve requests for donations less than \$2,500 in accordance with the Donations Policy.	P10001   Chief Executive Officer in consultation with P60636   Executive Manager Finance Property & Performance and to require memo notification to Lord Mayor and Councillors
Applications greater than \$2,500 (maximum \$10,000)	Assess and approve requests for donations more than \$2,500 in accordance with the Donations Policy.	P10001   Chief Executive Officer on recommendation from the Assessment Panel comprising of P60636   Executive Manager Finance Property & Performance plus two other CN staff nominated by Executive Manager Finance Property & Performance and to require memo notification to Lord Mayor and Councillors

# Document Control

<b>Policy Title:</b>	Donations Program Policy
<b>Audience:</b>	Community
<b>Service Unit:</b>	Finance Property & Performance
<b>Policy Owner:</b>	Chief Executive Officer
<b>Policy Writer:</b>	Executive Manager Finance Property & Performance
<b>Approved by:</b>	Council
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<b>Required on Website:</b>	Yes
<b>Key Words:</b>	Donation, Charity, not-for-profit, funding

## Related Document Information, Standards & References

<b>Context:</b>	This Policy supports compliance with section x of xxx [insert Act] requires councils to adopt a xxx policy, OR section xxx of [Legislation] recommends councils adopt a xxx policy OR This Policy is developed as a CN initiative to ....
<b>Related Legislation:</b>	Section 356 Local Government Act 1993
<b>Related Policies (Council &amp; Internal):</b>	N/A
<b>Related Procedures, Guidelines, Forms or documents:</b>	Donations Program Guidelines Donations Program Application
<b>Standards, Codes or other references:</b>	N/A

## Relevant Newcastle 2040 Theme/s

Term / Abbreviation
Liveable

## Version History

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