

## 1. BACKGROUND

Fairfield City Council (FCC) has made the following commitments to its community recorded in the Fairfield City Plan under the banner of good governance and leadership to ensure ‘*all have an opportunity to participate, are respected and heard*’.

In part, these commitments acknowledge that FCC has a community leadership role and that it must promote, recognise and support volunteers and community organisations in their delivery of community programs, services and initiatives and ensure that Council’s philanthropic efforts are carried out in the public interest of the Fairfield LGA.

Volunteers and community groups generously provide their time, dedication and commitment to assist in the delivery of a number of programs throughout the Fairfield LGA. FCC recognises that these volunteers may need additional opportunities to support local communities during the delivery of such programs.

This Policy establishes a Community Volunteer Fund to enable volunteers and Community Groups to seek financial assistance to support existing or new community programs within the Fairfield LGA and is intended to cover areas where other grants are not suitable or available.

## 2. OBJECTIVES

The objectives of this Policy and associated Fund are to:

- establish financial support accessible specifically for volunteer groups to purchase equipment/resources to either expand existing programs or develop new programs for the local community.
- to provide necessary governance arrangements to ensure the proper administration of the Policy.

## 3. DEFINITIONS

In this Policy the following terms have been defined to mean:

Volunteer	Individuals or groups whose activity takes place through not for profit organisations or projects and is undertaken: <ul style="list-style-type: none"> <li>• to be of benefit to the community and the volunteer;</li> <li>• of the volunteer’s own free will and without coercion;</li> <li>• for no financial payment;</li> <li>• in designated volunteer positions only.</li> </ul>
Community Program	The activity must benefit the community and the volunteer; is always unpaid and is a way for individuals or groups to address human, environmental and social needs.
Volunteer Groups	Council Volunteers and members of Community Groups who provide a service to the Fairfield local community using Council facilities and/or resources.

LGA	Local Government Area
Fund	Community Volunteer Fund
Donation	A cash contribution to an organisation or individual that may be associated with a particular event, purpose or project that does not carry with it any specific requirements for use.

#### 4. STAKEHOLDERS

The Mayor, Councillors, staff and Fairfield LGA community.

#### 5. FUNDING CRITERIA

The following criteria apply to applications made for funding under this Policy. The requirements must be read together:

- 5.1. For the purpose of this Policy, only applications from volunteers aimed at supporting and stimulating projects, activities, equipment and operational function with a whole city focus, will be considered.
- 5.2. Applications which meet any of the criteria outlined in the list below will be deemed ineligible. This includes applications:
  - to support religious activities or entities
  - to support political events and programs
  - in lieu of reimbursement expenses associated with labour or a service
  - from educational institutions to supplement their activities
  - from charitable organisations such as the Salvation Army, Smith Family and Barnardos
  - from government organisations or agencies
  - for private or commercial gain
  - for insurance(s) associated with the hire of facilities or equipment
- 5.3. The individual, group or organisation must not be the recipient of funding from another Council donation or grants scheme.
- 5.4. Requests for recurrent funding will not be considered, however, applicants may apply for funding over successive years.
- 5.5. Applications will be screened by the Manager Governance & Legal for consideration via a report to Council's Services Committee.
- 5.6. The Fund cannot be used for waiving Council fees.
- 5.7. Council may contribute to partnerships where there is no financial gain and where projects, events or activities will contribute significantly to community, cultural, social, recreational and environmental enhancement and revitalisation of the Fairfield LGA.

- 5.8. Council may consider applications from organisations or individuals outside the Fairfield LGA boundary where it is considered that the project, activity or initiative will benefit the City of Fairfield.
- 5.9. Applications must demonstrate that the project or activity provides a tangible benefit to the Fairfield community.
- 5.10. This Policy will also be used as a tool to clarify reasons for donation request denial.
- 5.11. Successful applicants must acknowledge Council's contribution in all publicity relating to the event or activity to which the donation applies.

## **6. APPLICATION, IMPLEMENTATION AND PROCEDURES**

Applications must be lodged in writing with Fairfield City Council and must include:

- 6.1. A letter including the contact details (physical and postal address, phone number and email address) of the volunteer/community group seeking financial support, an indication of the total expenses/budget for the project and if necessary, documentary evidence to support the purpose of the donation. For example:
- In the case where a purchase of equipment is sought, the inclusion of 2 written quotes for the desired equipment.
  - Inclusion of 2 references to testify to the bona fides of the requesting volunteer/community group, as well as the need/justification for the funding.
  - Provide a letter on how the equipment/resources will be implemented into the program
- 6.2. Details of who the cheque should be made to or in the event of equipment to be purchased, who the equipment is to be given to.
- 6.3. Applications for up to \$1000.00 may be submitted for consideration. Applications for significant projects/events above this amount may be considered on their merits.
- 6.4. At the conclusion of the activity, the volunteer must agree to take responsibility for the receipt, application and acquittal of the assistance provided and provide a letter on how the equipment/resources was implemented into the program and details on the success of the program within the local community. The inclusion of photographs with the letter would be appreciated.

### **Contact Details**

Please direct all questions concerning this Policy and/or your application to:

Manager Governance & Legal  
Telephone: 9725 0226  
Fairfield City Council  
PO Box 21 Fairfield NSW 1860  
governance@fairfieldcity.nsw.gov.au

## **7. RELEVANT LEGISLATION, POLICIES, PROCEDURES & GUIDELINES**

Local Government Act  
Local Government (General) Regulation  
Grants Management Policy  
Mayoral Scholarship Fund Policy  
Mayoral Donations Fund Policy  
Mayoral Community Benefit Fund Policy  
Councillors Donations Fund Policy  
Language & Cultural Awareness Fund Policy  
Cultural Event Sponsorship Fund Policy

In accordance with Section 207 of the Local Government (General) Regulation 2005, Council's Manager Governance & Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council's finance system with enough detail to allow for auditing purposes. The Manager Governance & Legal will also be the co-ordinator for all procedural and application purposes under this Policy.

Section 356 of the Local Government Act 1993 requires that Council may only contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council. At the Ordinary Council Meeting of 26 September 2017, Council resolved that the Outcomes and Services Committees be delegated authority under Section 377 of the Local Government Act to exercise the granting of financial assistance.

## **8. FUNDING**

Funds for the Community Volunteer Fund will be allocated from the annual budget.

Any funding made by Council is at the discretion of the Council and are subject to available funding - applications meeting the eligibility criteria may not necessarily receive funding.

## **9. REVIEW DATE**

Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

This Policy will be reviewed every 5 years from the date of Council approval or as required.

## 10. AUTHORISATION

This Policy was adopted by Council resolution on 26 June 2012, Item 103 Outcomes Committee.

This Policy was adopted by Council resolution on 14 October 2014, Item 149 Outcomes Committee.

This Policy was adopted by Council resolution on 14 August 2018, Item 104 Outcomes Committee.