

## 1. BACKGROUND

Fairfield City Council (Council) has made the following commitment 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, this commitment acknowledges that Council has a community leadership role that it will encourage community participation in Council's run projects/programs and provide support to projects/programs run by the community. It also ensures that Council's philanthropic efforts are carried out in the public interest of the Fairfield local government area (LGA).

This Policy establishes a Mayoral Donations Fund to enable individuals or community groups to seek financial assistance to raise funds for a good cause that supports activities 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 provide:

- generic, discretionary, small donations to individuals or groups within Fairfield City, who build communities or help individuals' achieve their full potential.
- necessary governance arrangements to ensure the proper administration of the Policy.

## 3. STAKEHOLDERS

The Mayor, Councillors, staff and Fairfield LGA community.

## 4. CRITERIA

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

- 4.1 Donations are to assist an individual to achieve their potential or help build communities.
- 4.2 Donations will only be made to organisations based in, or individuals who live in, the Fairfield LGA.
- 4.3 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 or programs
  - in lieu of reimbursement expenses associated with labour or a service

- for waiving of Council fees
- from government organisations or agencies
- for private or commercial gain
- for insurance(s) associated with the hire of facilities or equipment
- for goodwill advertising, travel expenses, field trips, tours, ticket purchases, backdated requests, conferences, seminars, workshops, beauty pageants, wilderness adventure activities or events and activities that take place outside of the Fairfield LGA

4.4 Generally the maximum amount that will be allocated per donation will be \$500.00, however, applications for significant projects (above this amount) may be considered on their merits. The maximum amount that can be funded, for any single request, will be generally below \$600.00 (but this can be varied for significant projects).

4.5 Requests for recurrent funding will not considered, however, applicants may apply for funding over successive years.

4.6 The individual, group or organisation must not be the recipient of funding from another Council donation or grants scheme.

4.7 The Executive Manager will oversee the implementation of the Fund.

4.8 The Mayor and Executive Manager will meet as required to review applications received, using the Policy criteria.

4.9 Applications will be screened by the Executive Manager for consideration via a report to Council's Services Committee.

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

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

A letter including the contact details (physical and postal address, phone number and email address) with the following details:

- Name of person or organisation seeking the donation.
- Purpose of the donation.
- Amount sought.
- An indication of the total expenses/budget for the project.
- 2 references testifying to the bona fides of the requesting person/organisation, as well as the need/justification for the donation.
- Details of whom the payment is to be made out to.

5.2 Council provides these donations on the grounds that you:

- Provide a receipt that you have received the funding.
- Are willing to acknowledge Council's contribution at your event or in any written documentation associated with it
- Write to Council, at the end of the activity, letting Council know how the activity or event went (including a photograph, if available).

### **Contact Details**

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

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

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

Local Government Act  
Local Government (General) Regulation  
Mayoral Scholarship Policy  
Mayoral Community Benefit Fund Policy  
Grants Management Policy  
Councillors Donations Fund Policy  
Community Volunteer 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 Governance & Legal Division 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 Executive Manager 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.

## **7. FUNDING**

Funds for the Mayoral Donations 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.

## **8. 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.

## **9. AUTHORISATION**

This Policy was adopted by Council resolution on 24 June 2003, Item 60 Outcomes Committee.

This Policy was adopted by Council resolution on 23 May 2006, Item 75 Services Committee.

This Policy was adopted by Council resolution on 14 October 2014, Item 147 Outcomes Committee.

This Policy was adopted by Council resolution on 14 August 2018, Item 102 Outcomes Committee.

This Policy was adopted by Council resolution on 12 March 2024, Item 22 Outcomes Committee.