



Community Donation and Event Support Policy Guidelines

Each year Council will make provisions in the budget to provide financial and in-kind assistance to not for profit community organisations and individuals who reside in the Lachlan Shire.

In most cases applicants shall only receive financial or in-kind support once per financial year; however, Council may consider additional meritorious applications on written request.

Financial and in-kind assistance is allocated at the discretion of Council, and is subject to budgetary and resourcing constraints.

No application is guaranteed support or that the full amount requested will be approved.

Summary

1. Visit the Council website <https://www.lachlan.nsw.gov.au/Community/Grants-and-Donations/Council-Donation-and-Event-Support-Program>
2. Read the Community Donation and Event Support Program Policy carefully
3. Complete the relevant application form
4. Ensure that all copies of support documentation is attached
5. Submit by the closing date

All requests must be submitted in writing or on the funding application form found on the council website.

When requesting support from Council, applicants will need to determine which category they wish to request assistance from and complete all required information.

Application Lodgement – requests are to be submitted in writing, by the due date to;

Lachlan Shire Council
58-64 Molong Street
PO Box 216
Condobolin NSW 2877

council@lachlan.nsw.gov.au

Funding Rounds

Council will open and advertise for applications to the Community Donation and Event support Program twice per calendar year. Advertisements will appear in the local newspapers, on social media and on Council's website.

All decisions will require a resolution of Council.

You do not need to apply through the funding rounds for:

- Fee concessions listed in the Fees and Charges document <https://www.lachlan.nsw.gov.au/Council/Council-Information/Fees-and-Charges>
- In kind support of \$1,000 or less
- Annual Rates and Charges concessions listed in the Revenue Policy or Fees and Charges
- Concessions or rebates available under an adopted Council Policy such as but not limited to Home Dialysis.
- Financial donation of \$500 or less
- Fee or charge concessions of \$500 or less
- If you have approved funding through Council's Adopted Budget (Council will have written to you).

If you wish to make an application for one of the items above

1. Make a written application to Council
2. Council staff will acknowledge your application
3. Council staff will provide you a decision in writing. You may be asked to provide further information in order for a decision to be made.

Round 1: Opens 1 March and closes 15 April each year. Applicants notified end of May.

Round 2: Opens 1 August and closes 15 September each year. Applicants notified end of October.

Each funding round will have an equal amount of funds available. Any funds not utilised from the 1st funding round may, at Council's discretion, carry over to the 2nd funding round. Funds will not carry over to the new financial year.

Council may use its discretion to deal with applications received outside of the funding rounds.

Beginning 1 July 2025, acquittals will be required for all in kind and financial support of \$1,000 or more.

This will not apply to:

- Fee concessions
- Water consumption concessions
- Concession on Ordinary Rates/or Annual availability charges that appear on your rates notice.
- Funding provided for under Council's Annual Budget

Applications under the Funding Rounds must

- Meet the required selection criteria
- Describe the project clearly
- Show how the project will deliver a direct benefit to the community
- Include appropriate documentation, example below:

A copy of the applicant organisation's Certificate of Incorporation or Certificate of Registration or charity status;

A realistic and itemised budget including committed financial and / or in-kind support by the applicant, other grant agencies or sponsorships;

A copy of the applicant organisation's Certificate of Currency (Public Liability Insurance Min \$20m)

Each application is to be assessed on its individual merits having consideration for the total amount of funds available in the Council's budget.

- Preference will be given to requests for financial assistance for events / projects that have the greatest potential benefit to residents and / or are new events to the area.
- Preference will be given to applications that seek funding for the total cost of the project from a variety of sources, and to applicants who demonstrate a willingness to partially self-fund.

Further information

Contact Corporate and Community Services Administration (02) 6895 1900 or email council@lachlan.nsw.gov.au