

2018-2019 ANNUAL DONATIONS PROGRAM GUIDELINES

Tamworth Regional Council provides an opportunity once each year, for local charities, not-for-profit organisations and community groups to seek a contribution from Council to assist in the provision of their services to the Tamworth Regional Community. Council's priority is to provide assistance to projects and activities within the Regional Council area.

PROGRAM OBJECTIVES

The Annual Donations Program aims to:

- Support charities and community projects, events and activities which occur within the Tamworth Regional Council local government area, and are of benefit to the local community;
- Foster or support new services, initiatives and resources which address the needs of the Tamworth regional community;
- Improve awareness and use of community services and resources within the Tamworth Regional Council area; and
- Encourage increased participation in local community activities within the Tamworth Regional Council area.

WHO CAN APPLY?

Applications are invited from not-for-profit organisations, charities, community groups and organisations located within the Tamworth Regional Council local government area, who provide a service to the Tamworth regional community which may be of a unique nature. Recipients of donation funding in previous years are welcome to reapply. Organisations are eligible to apply for only one (1) donation per financial year, that is 1 July to 30 June.

Donations will not be made to individuals or organisations which operate on a for-profit basis, or to branches of charities which fundraise for projects and activities outside Council's area of jurisdiction.

SELECTION CRITERIA

To be considered for a contribution from the Annual Donations Program, applications should meet at least one of the Program Objectives outlined above.

Applications should:

- Describe the project clearly;
- Show how the project will be a direct benefit to the community;
- Demonstrate that the project is able to be managed and/or completed using the funding or part funding which may be provided; and
- For applicants who received a donation in 2017-2018, a completed Acquittal Form must be received, acquitting previous donations.

All correspondence should be addressed to the General Manager:

Telephone: 6767 5555

PO Box 555 (DX 6125)

trc@tamworth.nsw.gov.au

Facsimile: 6767 5499

Tamworth NSW 2340

www.tamworth.nsw.gov.au

WHAT CAN DONATIONS FUNDING BE USED FOR?

Examples of applications which have been supported, either in part or full, in the past include:

- Purchase of specific office equipment and furniture;
- Funding for local activities, such as assistance with advertising, printing etc;
- Reimbursement of expenditure of Council fees, such as DA's, rates (excluding service charges), hire fees for use of Council facilities, including halls, parks and public buildings, banner fees;
- Hire of transport services, such as buses, for community activities;
- Purchase of resources for use in community training programs.

SUBMISSIONS WHICH ARE UNLIKELY TO BE FUNDED

It is unlikely that applications seeking support for the following type of projects will be supported:

- Requests for assistance with ongoing operational costs;
- Contributions to charitable activities on a state, national or international level;
- Reimbursement of Council service charges, such as water, sewerage and garbage services.

PLEASE NOTE:

Council does not guarantee to fund any applicant, and does not guarantee to fund any applicant to the full amount requested.

HOW TO APPLY FOR AN ANNUAL DONATION

1. Visit www.tamworth.nsw.gov.au/donations;
2. Read the Guidelines carefully;
3. Complete the Application form;
4. Ensure that **copies** of all required support documents are attached; and
5. Submit the completed Application form and supporting documents to Council by the closing date.

CLOSING DATE

Applications must be received at Tamworth Regional Council by **5:00pm on Monday, 17 September 2018**. Late applications will not be considered.

LODGING A SUBMISSION

Applications must be submitted via the online form which can be found at [here](#).

NEED FURTHER INFORMATION?

Contact Council's Senior Business Support Officer, Mickaela Fairall on 6767 5555.