

## 2022-2023 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 Tamworth 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, that 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, which 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 deliver 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 2019-2020, 2020-2021 or 2021-2022, a completed Acquittal Form must be received, acquitting previous donations.

## 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 on Council fees, such as Development Applications, 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; and
- 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; and
- Reimbursement of Council service charges, such as water, sewerage and garbage services.

## PLEASE NOTE:

Council does not guarantee funding for any application or to the full amount requested.

## HOW TO APPLY FOR AN ANNUAL DONATION

1. Visit <https://www.tamworth.nsw.gov.au/about/forms/2022-2023-annual-donations-program-application-form>;
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 Tuesday, 20 September 2022. Late applications will not be considered.

## LOGGING A SUBMISSION

Applications must be submitted via the online form which can be found at:

[Annual Donations | Tamworth Regional Council \(nsw.gov.au\)](#)

## NEED FURTHER INFORMATION?

Contact Customer Service: (02) 6767 5555  
Email: [trc@tamworth.nsw.gov.au](mailto:trc@tamworth.nsw.gov.au)  
Email Subject Line: **2022-2023 Annual Donations Program - Enquiry**