



## **Community Donations Program Guidelines**

McKinlay Shire Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's community grant programs will foster a community wide partnership approach to address social, cultural, environmental and economic objectives.

McKinlay Shire Council's Community Donation program is available for non-profit organisations that provide a recognised contribution to the Shire in the areas of health, emergency services or charitable services.

**Before submitting a request form, please read all the information contained in the Community Donation Program Guidelines.**

**Please note:** Council staff members cannot complete application forms on behalf of an applicant but can provide reasonable advice and answer any general questions that would not be considered to give an unfair advantage.

### **Information about Financial Support**

The level of assistance available to the community is limited by Council's budgetary allocation which is set each financial year. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Groups/organisations are eligible for one sponsorship contribution per financial year from Council. Please note that submitting a Donation Request does not guarantee approval.

The donation provided maybe either financial and/or in-kind support up to \$1,500. Groups/organisations wishing to obtain a Council donation for an amount greater than \$1,500.00 must submit their request for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship.

Any support provided through Community Donation will require recognition of Council's contribution.



**Eligibility – organisations/groups must:**

- a) Be a not for profit group or organisation;
- b) Have no outstanding payments owed to Council;
- c) Have a current ABN or complete a Statement by a Supplier Form.

**Ineligible**

- a) Organisations/groups that have outstanding payment owed to Council;
- b) Individuals, unincorporated groups, political, businesses and for-profit groups;

**Submitting a Request Form**

Request forms can be downloaded from Council's website ([www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au) follow the link Community > Grants & Sponsorship) or request a copy from Council's Administration Office.

Donation requests will be accepted throughout the year, and forms are available from Council's website or administration office.

Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$1,500.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the donation.

Requests can be submitted by post, email or fax to:

Community Services Team

McKinlay Shire Council

PO Box 177

Julia Creek QLD 4823

E: [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au)

F: 07 47 467 549

**McKinlay Shire Council  
Community Donations  
Request Form**

**Information for Applicants:**

**Please read the Community Donations Guidelines prior to completing this application. For assistance with your request please contact Community Services Team Leader on [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au) or 07 4746 7166**

**1. ORGANISATION/GROUP DETAILS**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

What is the primary purpose and main activities of the organisation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organisation's ABN: \_\_\_\_\_

Is your organisation/group registered for GST?  Yes  No

Is the organisation/group not-for-profit?  Yes  No

Did your organisation/group receive a Donation from Council last year?

Yes  No - Amount received \$ \_\_\_\_\_

What type of Donation are you requesting?

Cash - Amount requested \$ \_\_\_\_\_

In-kind support – please state \_\_\_\_\_

A) How does your community organisation/group support and/or give back to the community?

Donations  Volunteering time  Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B) Briefly describe why you need financial assistance from Council.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) Will the donation assist in administration or capacity building? Please elaborate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D) Other comments that may assist your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. DECLARATION:**

**This declaration requires the signature of the applicant or representative of the applicant.**

I certify that I am authorised by the applicant to prepare and submit this application for McKinlay Shire Council’s Community Donation Program. I have read the guidelines relating to the Donation and certify that to the best of my knowledge the information provided in this form is correct and disclose full and accurate information of income, expenditure and activities proposed by the applicant.

I agree to provide Council with any additional information required to assess this application.

I agree to comply with all requirements of the Community Donation Program.

I will acknowledge the support of Council in all relevant promotional and printed material.

Contact name of Responsible Person: \_\_\_\_\_

Position within group/organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Date: \_\_\_\_\_

### 3. CHECKLIST:

Have you completed ALL sections of the application form?

- 1 – Organisation/Group details
- 2 – Declaration and a signatory has signed and been witnessed

### 4. SUBMIT APPLICATION:

Groups/organisations wishing to request a Council donation for an amount greater than \$1,500.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the donation.

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