Policy Number:	FNC 3
Policy Type:	Finance
Policy Name:	Community Group Grants and Donations
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

1. That Council will advertise submissions for community grants in the local newspaper in December/January in any given year. The deadline for submissions will be 28 February in any given year.

2. A standard submission form with all the required details will be used in order that Council can arrive at an informed decision on the distribution of public funds. Responsibility will be placed on groups to provide an accurate financial status providing suitable documentation to ensure fair consideration of their submission by Council.

3. Requests for donations outside of the Community Grants budget deliberations are to be made in writing, giving full details of the organisation concerned and the purpose for which the donation will be used. Council reserves the right to request any information necessary in order to arrive at a decision whether or not to provide a donation in any instance.

4. All requests for donations outside of community grant budget deliberations shall be included in the next available agenda which will include a report from staff detailing the availability and source of funds from Council's budget if recommended for approval

5. Council at its discretion shall approve or not approve donations outside of community grant budget deliberations.

6. Payment of Community Grants will be made once the Council's budget for the year has been approved.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 June 1994
Reviewed	OM 22 August 2013