



Whyalla City Council

# Donation Guidelines



**WHYALLA**

## 1. Introduction

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- Donations and sponsorship funding will be considered for amounts ranging from \$100 to a **maximum** of \$500.
- Requests for funding amounts over \$500 **must** go through the Community Grants program (a separate application form is required).
- Each application will be considered on its own merits within the framework of these guidelines and Council policy with no guarantee of approved funding.
- The Whyalla Council receives many requests for donations and sponsorship and meeting the eligibility criteria does not necessarily guarantee success due to funding limits.
- Council endeavours to support as many proposals as possible however funding should not be anticipated or believed to be automatic.
- Offers of a grant by Council in no way implies any ongoing funding commitment or obligations by Council.
- Where a project or program runs over budget, Council is not responsible in any way for meeting any shortfall.

## 2 Eligibility Criteria

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Applicants must meet the following criteria:-

- Be resident in the City of Whyalla, or be able to demonstrate that they provide a significant benefit to the Whyalla community.
- Have limited capacity to raise funds.
- Hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the grant and the bank account must be the same name).

## 3. Application Process

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- Applications can be made at any time and will be received on an ongoing basis.
- Applications will be assessed in-house within the limits of the nominated Council officer's delegated authority.
- Applications for funding must be on the official application form.
- Responses must be provided to all questions asked on the application form.

#### 4. Assessment of Application

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- The Manager Community Services will assess applications against the eligibility and selection criteria and make recommendations.
- All applicants will be advised as to the outcome of their application.
- Any payments, if granted, will be made via Electronic Funds Transfer.
- In accordance with the principles of open and transparent decision making, all information contained within an application forms part of a public document and as such can be inspected by anyone.

#### 5. Selection Criteria

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Funding is available for activities/projects/programs that meet at least one of the following two criteria:

- Increases the skills, knowledge and awareness and/or engages community members in meaningful participation and involvement in community life.
- Where possible, the activity engages a cross-section of the local community and reflects the cultural diversity of the people of Whyalla.

#### 6. Accountability

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- Where assistance is provided, the project must not be changed without the written consent of Council.
- Funds provided must only be spent on the project as approved by Council.
- Any unspent funds will be returned to Council.
- Council's assistance must be acknowledged where appropriate, i.e. through recognition of the funding in publicity and or marketing material (such as use of Council's logo on promotional flyers, acknowledgement in official programs etc).

#### 7. Submitting Applications

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Do not email your application direct to a specific Council officer.

To ensure applications are assessed they must be formally registered through Council's Records Department.

**Applications must be submitted as follows:**

**Email:** [council@whyalla.sa.gov.au](mailto:council@whyalla.sa.gov.au)

**Fax:** 8645 0155

**Post:** PO Box 126, WHYALLA SA 5600

**In Person:** Whyalla City Council, Darling Tce, WHYALLA SA 5600