



The Community Trust of Mid and South Canterbury Inc

DONATIONS POLICY – January 2010

PURPOSE

The purpose of making donations is to:

- Help facilitate the setting up and maintain the services and amenities provided by a large variety of community organisations.
- Generally provide supplementary funding support rather than act as a principal funding source.
- Focus on best supporting an organisation by providing funding at a time best suitable to their needs.
- Recognise the continuing and invaluable work of the voluntary sector.

The Trustees will assess applications for donations against this policy, the criteria and any guidelines that may be developed and reviewed from time to time by the Trust.

This Policy will be reviewed annually by the Trust with any reviews taking into account feedback received from donee organisations and the results of any surveys that are conducted from time to time by the Trust.

CRITERIA FOR APPLICATIONS

Donations may be sought for activities that fall within one or more of the following categories:

- Community Health and Welfare
- Education
- Recreation and Sport
- Youth Activities
- Culture and Heritage
- The Environment

Applications will be received from:

- An incorporated society
- A registered charitable trust
- A body or club controlled by an association of persons under an adopted constitution that has audited accounts and an annual report.
- Not for profit preschools playgroups and youth groups.

Applications will **not** be received from:

- Individuals
- Organisations and groups operating for private profit
- Commercial entities
- Primary Schools, Secondary Schools and Kindergartens that are eligible for annual formula funding from the Trust.

Applicants must demonstrate that they are performing a community service in one or more of the following areas;

- Providing services for those who may be denied a quality of life enjoyed by the majority, and/or
- Offering their services or otherwise providing for the benefit or enjoyment of the public, contributing to community wellbeing, and/or
- Giving time and resources to assist with social problems.

Where an application is made by a national or regional body applying on behalf of a local branch for a specific local project or for the local aspects of a national project, financial information, including budgets and financial statements, must be provided for the local branch or the local project.

Applications will **not** be considered for:

- Projects that the trustees consider are the primary responsibility of local or central government
- Completed or retrospective projects as at the time of applications being considered.
- Projects that do not specifically benefit the community of the Mid and South Canterbury region which includes the districts of Ashburton, Methven, Mackenzie, Geraldine, Temuka, Timaru, Pleasant Point and Waimate.

The Community Trust is registered for Goods and Services Tax (GST). A Community Trust donation is generally not subject to GST when made to a non profit body.

2010 – 2011 CLOSING DATES FOR APPLICATIONS

Applications for up to \$10000.00 will close on:

- 3rd Friday in March 2010
- 3rd Friday in May 2010
- 3rd Friday in July 2010
- 3rd Friday in September 2010
- 3rd Friday in January 2011

Applications up to \$10,000 are considered at the Trust meeting the month following the closing date.

Applications for more than \$10000.00 will close on:

- 3rd Friday in March 2010 (to be considered in May 2010)
- 3rd Friday in September 2010 (to be considered in November 2010)

Trust meetings are usually held the last Monday of each month. There is no Trust meeting in December.

CONDITIONS OF DONATIONS

The following conditions will be attached to any donation made by the Trust

- The requirement to complete an Accountability Report
- The donation must generally be uplifted within two years from the date of approval
- The donation will be spent within twelve months from the date that it is uplifted unless special arrangements can be made with the Trust.
- Where a donation has not been uplifted within 12 months of allocation, the donee may be requested for a written update of the project.
- The donation will not be paid unless the Trust is satisfied that the balance of the funding is in hand and that the project can be completed.
- If required by the Trust, the recipient agrees to a project audit being carried out.
- Unless specifically authorised by the Trust, the donation must be used for the specific project applied for, with any conditions applied by the Trust to the donations being adhered to.
- It is the responsibility of the donee to declare any income received from the Trust and to pay any taxes that may be incurred as a result of that donation income.
- The Trust has the right to publicise any donation made.
- The donee organisation shall acknowledge any donation made by the Trust in the annual report of the organisation.

DONATION GUIDELINES

- A)** The amount being contributed by the Applicant to the project – **generally at least half the cost is expected to be raised by the Applicant.**
- B)** Previous donations made to the Applicant
- C)** The number of volunteers and participants involved with the project
- D)** The degree of youth involvement
- E)** The extent to which projects and amenities will have a multi purpose use.
- F)** The extent of collaboration with other Funders.
- G)** For any restoration project, the historical category classification, amount of community use and historical significance.
- H)** The ownership of any capital items purchased as part of a project.
- I)** The availability of other services or projects that may overlap with the Applicant's service or project.
- J)** For a donation of \$100 000.00 or more, the Trust will generally not accept a further application from the donee for a period of five years from the date of the last payment of a donation.

Capital Projects – The Trust will generally not give a donation that is greater than 10% of the total funding allocation for that year.