

HOPE VALE ABORIGINAL SHIRE COUNCIL MEETING REPORT

ITEM NO: 6.2.2 **ORDINARY MEETING: February 2026**
SUBJECT: Adoption of Donation and Sponsorship Policy
CLASSIFICATION: **ACTION**

RECOMMENDATION

That Council adopt the 'Donations and Sponsorship' policy as presented.

BUDGET & RESOURCE CONSIDERATIONS

No Budget is required

BACKGROUND / DISCUSSION

Council requested at its January meeting that a Donation and Sponsorship policy be presented for adoption to ensure equitable assessment of requests for assistance by members of the community.

LINK TO OPERATIONAL PLAN

5 – 1.7 – Effective Policy Implementation

CONSULTATION (Internal/External)

Council

LEGAL CONSIDERATIONS

There are no legal Considerations. It is within Council's ability to support its community by providing approved assistance through the use of Council's funds.

RISK ASSESSMENT

Risk is considered Low

ATTACHMENTS:

Copy of proposed application form

<p>Report Prepared by:</p> <p>Lew Rojahn CEO</p> <p>Date: 31/01/2026</p>	<p>Report Authorised by:</p> <p>Lew Rojahn CHIEF EXECUTIVE OFFICER</p>
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Hope Vale Aboriginal Shire Council

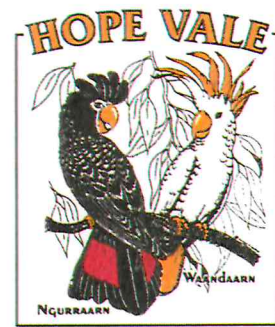
DONATIONS AND SPONSORSHIP POLICY

Document Control

Policy Responsibility Branch: Human Resources

Scheduled Review Date: FEBRUARY 2028

Version History



Version Number	Date	Signature	Reason / Comments
1	21/02/2026		Council Resolution

1. SCOPE

The Donations and Sponsorship Policy applies to all requests for monetary donations, sponsorship and in-kind support to the residents of the Hopevale Shire.

2. PURPOSE

Council is requested from time to time to provide a monetary donation to individuals, community groups, charities and other organisations that do not fulfil the criteria for any other funding programmes. This policy establishes a framework within which donation and sponsorship requests can be applied for, approved and administered.

3. COMMENCEMENT

This Policy will commence from February 2026 It replaces all other specific Donation and Sponsorship Policies.

4. APPLICATION OF THE POLICY

This Policy applies to all residents of the Hopevale Shire. Any requests by external persons or organisations will be considered as a separate matter.

5. DEFINITIONS

TO ASSIST WITH THE INTERPRETATION OF TERMS USED IN THIS POLICY THE FOLLOWING WILL BE APPLIED:

APPLICANT	individuals, groups, businesses, organisations or community/ sporting groups seeking assistance from council by way of monetary donation or in-kind support
COUNCIL	HOPEVALE SHIRE COUNCIL
DONATION	a fixed cash amount provided as a contribution to an applicant to meet part or all the expenses
IN KIND	the provision of support in the way of services or hire of equipment that does not involve the payment of a cash amount.
SPONSORSHIP	a considered ongoing amount to meet a specific expense or part thereof, of an applicant and which provides acknowledgement of council's support.

6. POLICY STATEMENT

Hopevale Shire Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy, recognition and inclusiveness of their

communities. Council's Donations and Sponsorship programme is available to 'not for profit' organisations and individuals that provide a recognised contribution to the Shire.

The level of assistance available is limited by Council's budgetary constraints and 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.

Applicants can only apply for one donation per year.

7. ELIGIBILITY CRITERIA

7.1 GROUPS AND / OR ORGANISATIONS:

- the majority of services and/or activities of the group or organisation must benefit Hopevale residents and improve the overall liveability of the Shire.
- The initiatives are relevant to goals and strategies within the corporate plan
- Evidence of demonstrated attempts to raise funds from other sources
- Has no outstanding payments owed to Council

7.2 INDIVIDUALS

- Residents of Hopevale Shire
- Not eligible for any other funding
- Relevant to the goals and strategies of the Council Corporate plan
- Evidence of demonstrated attempts to raise funds from other sources including Other Government initiatives and NGOs.
- Has no outstanding payments to Council

Example being a contribution to assist with travel and equipment expenses.

7.3 EXCLUSIONS

Under this Policy, Council does not provide donations or Sponsorship for commercial groups, organisations or businesses;

- Government Agencies or departments of Local, State or Federal Government
- Purchase of food or beverages
- Part or all of Council fees and charges
- Masters Games competitors as these competitions are self-nominated.
- Participation in a competition, championship, exhibition or showcase held within Hopevale Shire.

8. BASIS OF SPONSORSHIP

Sponsorship will be provided by Council on the following basis:

- Local Event - \$250
- Regional - \$500
- State - \$1000
- National - \$1500
- International - \$2500

9. BASIS OF DONATION

- Must meet eligibility requirements
- Council may decide any relevant amount depending on the importance to the Community.
- Or; pay one – quarter (1/4) of total expenses as evidenced

10. BASIS OF IN-KIND SUPPORT

- Council may approve the value of the use of Council equipment, Council facilities as well as the exemption of fee payment or similar as a method of contributing to a request for support.
- Other in-kind support not listed will be considered by council
- The value of this type of support will be assessed by Council at the time.

11. APPLICATION PROCESS

- Applications can be made at any time by applicants by completing the Donation/Sponsorship Request Form available on the website
- All applications will be decided by Council and therefore must be submitted within the timelines required by Council for the submission of Meeting documents. Ie. 10 working days prior to the next council meeting.

12. VARIATIONS

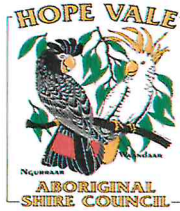
- Council reserves the right to vary, replace or terminate this policy from time to time.

13. NOTIFICATIONS

- Council will notify the applicant subsequent to the council meetings and make the appropriate arrangements to make any authorised payment.

14. CHANGES/AMENDMENTS TO THIS POLICY

- This policy will remain in effect until it is formally changed or amended by Council at an Ordinary Meeting.
- This policy will be reviewed every two years from its original approval date



DONATION AND SPONSORSHIP POLICY

Application Form

***Applications must comply with Council's Donation and Sponsorship Policy**

(Copies are available on request.)

***Applicants must be a resident or organisation based in Hopevale Shire.**

Name of Applicant: _____

Contact details: Address: _____

Phone no. _____

Reason for Request: _____

- Type of support requested:
- Donation
 - Sponsorship
 - In – Kind (Use of Machinery etc.)

Amount Requested \$ _____

Or:

Total expenses incurred or expected \$ _____

I declare the above is true and correct:

Signature: _____