

# 2023-2024 Donation/Fee Waiver Application



PO Box 11 (1 Bay Road)

Victor Harbor SA 5211

P 08 8551 0500

F 08 8551 0501

E [localgov@victor.sa.gov.au](mailto:localgov@victor.sa.gov.au)

[www.victor.sa.gov.au](http://www.victor.sa.gov.au)

<b>Please Select</b>	
<b>Donation Request</b>	
<b>Fee Waiver request</b>	
<b>COVID-19—Fees and Charges waiver request</b>	

## Applicant Details

<b>Contact Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>ABN (if applicable)</b>	
<b>Postal Address</b>	
<b>Email address</b>	
<b>Phone Number</b>	

## Event Details and Date

--

## Request type and amount — **Maximum \$500**

Type of Request	Amount Requested
<b>Financial Contribution</b>	\$
<b>In-Kind Support</b>	\$
<b>Voucher</b>	\$
<b>Admission Ticket(s) (to the value of)</b>	\$
<b>Contribution to an emergency or disaster appeal</b>	\$
<b>Fee Reduction or wavier for use of Council property and/or facility (not reserve hire)</b>	\$
<b>Reimbursement or exemption of Development Application Fee</b>	\$
<b>Special Circumstances – COVID-19</b>	\$

Has your Organisation previously received any of the above mentioned donations in the past 12-months?

YES

NO

If so, please provide details including date, amount, type and what used for.

--

## Eligibility

Commercial Organisation and private individuals are not eligible under this policy.

*Please check all that apply.*

<input type="checkbox"/>	Your Organisation/group is based within the City of Victor Harbor Council area
<input type="checkbox"/>	The donation being requested is required to proceed with activity or project
<input type="checkbox"/>	You have a clearly defined plan and budget (where applicable)
<input type="checkbox"/>	Your Organisation/group is contributing to the activity, whether financial or in-kind
<input type="checkbox"/>	Other funding sources have been investigated
<input type="checkbox"/>	There will be no profit to be made by admission, service or other fee(s)
<input type="checkbox"/>	Your Organisation/group benefit the broader community
<input type="checkbox"/>	Your project/activity aligns with strategic priorities in Councils Community Plan
<input type="checkbox"/>	Your project/event encourages community participation
<input type="checkbox"/>	Your project/activity contributes to the local community
<input type="checkbox"/>	Co-operation with other organisations
<input type="checkbox"/>	Your project/activity meets other relevant Council requirements, i.e. risk management plan, insurance, COVID-Safe Plan

## About your Organisation

### Not-for-profit - Check all that apply

<input type="checkbox"/>	Significant City of Victor Harbor/community interest membership or participation
<input type="checkbox"/>	Undertaking a project with significant local benefit
<input type="checkbox"/>	Holding carnival(s), tournament(s), festival(s) or event(s) within the City of Victor Harbor council area
<input type="checkbox"/>	Strong potential for drawing competitors/attendees from outside of the City of Victor Harbor and will support the Victor Harbor economy

### Amateur Sporting Teams - Check all that apply

<input type="checkbox"/>	Holding carnival(s), tournament(s), festival(s) or event(s) within the City of Victor Harbor council area
<input type="checkbox"/>	Strong potential for drawing competitors/attendees from outside of the City of Victor Harbor and will support the Victor Harbor Community

### Schools and other educational facilities - Check all that apply

<input type="checkbox"/>	Supporting the achievement of a student(s) (to a maximum value of \$200 in total)
<input type="checkbox"/>	Seeking a fee waiver for use of Council owned rooms/facilities for an event/activity that will showcase the work of students (to a maximum value of \$500)

### Development Application Fees - Please check fee applying for exemption

#### Lodgement Fee

<input type="checkbox"/>	Additional Lodgement Fee
<input type="checkbox"/>	Staged Consent Fee

#### Development Plan Assessment Fees

<input type="checkbox"/>	Development Plan Assessment Fee <b>up to \$300</b>
<input type="checkbox"/>	Staged Consent Fee

#### Building Rules Assessment Fees

<input type="checkbox"/>	Building Rules Assessment
--------------------------	---------------------------

### Additional Information to support fee exemption request

## Special circumstances—COVID-19

What Council fee(s) and charge(s) are you requesting a waiver for and why?

Please be specific.

## Supporting Information

What is the project/event/proposal you are seeking a donation/fee waiver for? Please include, date time and venue.

If successful, how will your Organisation expend the funds you are requesting from Council?

## Supporting Information Continued

How will this project/proposal provide local benefits to the City of Victor Harbor community and/or communities of interest (e.g. *meets an identified community or cultural need; contributes to the local economy*)?

Provide an overview of the project/proposal (including details such as no. of participants; target audience; whether it will draw competitors from outside the Council area; if the project has been undertaken previously) Including if you are required to have a COVID Safe Plan.

Is your Organisation contributing funding to the project (e.g. cash, in-kind, other)? Please provide a clearly defined plan and budget.

Is your Organisation seeking funding from other sources for this project/request?

Are you requesting the use of any Council venue/facility and/or equipment as part of your funding request for your project? If yes, please detail below.

Please state in detail if a fee will be charged in connection with this project/activity, i.e. admission, service or other type of fee.

## Additional Information

Please provide any further information in support of your request. This could include details of your risk management plan, marketing plan etc. Other documents can be submitted with your application.

# Confirmation of Bank Details

(this does not constitute approval of request)



Bank	
Account Name	
BSB	
Account Number	

## DECLARATION

*Any queries please contact the City of Victor Harbor before submitting your application.*

By indicating ✓ you agree to the following;

I/we have read and understand the City of Victor Harbor Donations Policy.

I/we certify that, to the best of my/our knowledge, all the details supplied in this Donation/ Fee Waiver Application Form and in any attached/supporting documents are true and correct and that the application has been submitted with the full knowledge and agreement of the Organisation/Group (as detailed in *Applicant Details*).

I/we hereby undertake that any and all funds granted to the Organisation/Group (as detailed in *Applicant Details*) by the City of Victor Harbor will be expended on the project for which the donation was sought and applied for in this application.

I/we agree to complete the donation acquittal form (if required) within three months of the conclusion of the project/event including receipts and brief report on outcomes.

<b>NAME:</b>		<b>POSITION:</b>	
<b>SIGNATURE:</b>		<b>DATE:</b>	

### OFFICE USE ONLY

<b>APPROVAL:</b>	Full:	Partial:
<b>APPROVED BY:</b>	Name:	Signature:
	Date:	
	IREC:	OREC:
	Comments:	