

 City of Mount Gambier	<b>MOUNT GAMBIER COMMUNITY MAYOR'S CHRISTMAS APPEAL FUNDING ASSESSMENT GUIDELINES</b>	Version No:	1.0
		Issued:	August 2025
		Next Review:	August 2026

## 1. INTRODUCTION

- 1.1. The Mount Gambier Community Mayor's Christmas Appeal Assessment Panel ('MCAAP') will assess Applications from participating agencies, which propose an activity/s that will provide financial assistance to individuals and families experiencing hardship in Mount Gambier and the surrounding community in accordance with the Christmas Cheer Program. This Mount Gambier Community Mayor's Christmas Appeal Funding Assessment Guidelines (the Funding Assessment Guidelines) ensures Funds are administered in a responsible, just, transparent and equitable manner.

## 2. INTERPRETATION

- 2.1. For the purpose of this Funding Assessment Guidelines, unless inconsistent with the subject matter or context:

Term	Interpretation
<b>Acquittal</b>	Information provided to ensure Funds have been administered responsibly and in line with conditions of the Application.
<b>Applicant</b>	Eligible participating agencies which apply for funding for the purpose of delivering on an activity/s in accordance with the Christmas Cheer Program.
<b>Application</b>	A formal request for allocation of Funds made using MCAAP's prescribed application form. Once signed, the Application constitutes a contract outlining the expectations of parties and any key deliverables of the Funds.
<b>Council</b>	City of Mount Gambier.
<b>Eligible Agencies</b>	Agencies operating in the Mount Gambier community, participating in the Christmas Cheer Program, able to demonstrate their maintained status as a Registered Charity or Not-for-Profit in accordance with the Australian Charities and Not-for-Profits Commission (ACNC). The following are current participating agencies: <ul style="list-style-type: none"> <li>• Anglican Community Care Incorporated</li> <li>• Uniting Care Mount Gambier</li> <li>• The Trustee For The Salvation Army (SA) Social Work</li> <li>• St Vincent De Paul Society (SA) Incorporated</li> </ul>
<b>Fund</b>	The Mount Gambier Community Mayor's Christmas Appeal.
<b>Funded Activities</b>	Any service, program or product provided to vulnerable members of the community in accordance with the Christmas Cheer Program, using Funds allocated by the MCAAP.
<b>Funds</b>	Available monies collected through donations via the Mayor's Christmas Appeal and allocated to Applicants based on the assessment process.

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<b>Necessitous Circumstances</b>	The term 'necessitous circumstances' refers to financial necessity. A Necessitous Circumstances Fund provides relief to persons who are in necessitous circumstances.
<b>Not-for-Profit</b>	An organisation meeting the Australian Tax Office (ATO) definition of a legal entity, that is: <ul style="list-style-type: none"> <li>• an incorporated association, or</li> <li>• an indigenous corporation</li> </ul> and/or a charity or public benevolent institution registered with the Australian Charities and Not-for-Profits Commission (ACNC).
<b>Recipient</b>	An Applicant who has been endorsed by MCAAP to receive some portion of the Funds.

2.2 A reference in this Funding Assessment Guidelines to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.

### 3. FUNDS

- 3.1 Funds shall be paid by 1 December each year.
- 3.2 Unspent Funds must be returned to Council.
- 3.3 Council reserves the right to withdraw part or all Funds, for any breach or non-compliance with the terms and conditions or acquittal requirements listed in this Funding Assessment Guideline.

### 4. APPLICATION REQUIREMENTS

- 4.1 All Applications must:
  - be received in the prescribed application form addressed to [city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au),
  - include a valid ABN and/or charity licence number,
  - be received by the deadline as outlined in the application, and
  - provide all information and particulars necessary to allow the MCAAP to make an assessment against the relevant criteria.

### 5. ASSESSMENT CRITERIA

- 5.1 Applications will be allocated Funding from the Fund, taking into consideration the below factors:
  - Total Funds held by Mount Gambier Community Mayor's Christmas Appeal,
  - Proportion of Funds brought in by way of donation in the relevant financial year,
  - Funds sought by Applicant,
  - Applicants proposed activity for funding,

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- Size and scale of the Applicant agency,
- Proportionate demand for activity in the community,
- Objectives of the proposed activity,
- Sustainability of proposed activity, and
- Acquittal information from the previous financial year.

5.2 The MCAAP will assess applications and make an allocation of funds to Applicants annually.

5.3 Council Officers who have assisted with administrative functions will not participate in the MCAAP assessment process.

5.4 Applicants will receive notification in writing following confirmation of the decision by MCAAP.

## 6. ACQUITTAL

6.1 Successful Applicants will be required to complete an acquittal report prior to 28 February each year, to be submitted in writing to the Council.

6.2 The acquittal report must contain sufficient information to confirm the Funds have been administered responsibly and in line with the Christmas Cheer Program.

6.3 The acquittal report requires proof of expenditure for all Funds. Council shall provide the content required for inclusion in the acquittal report no later than 15 November each year.

## 7. TERMS AND CONDITIONS

7.1 The MCAAP may only assess Applications from participating Eligible Agencies.

7.2 Previous Recipient allocations make no guarantee for future allocations.

7.3 Unless otherwise negotiated, Funds must be utilised for the activity/s as endorsed by MCAAP in accordance with the Christmas Cheer Program and within the agreed timeframe.

7.4 Funds must not be used by Recipients for:

- reimbursement of monies spent prior to making an Application,
- maintenance or operational costs,
- administrative costs or salaries, or
- politically motivated campaigns or events.

7.5 All Recipients release Council and MCAAP from any actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring in connection with the Funds and/or how they are used.

7.6 All Recipients warrant that they have sufficient insurance to cover the activity/s they intend to utilise the Funds towards.

7.7 All Recipients agree, in any publicity in relation to the Funds, to acknowledge the financial or other support the Recipient has received from the Mount Gambier Community Mayor's Christmas Appeal, in accordance with Item 8 Acknowledgement and Publicity.

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- 7.8 All Recipients warrant they are, at the time of making Application, a Registered Charity or Not-for-Profit in accordance with the Australian Charities and Not-for-Profits Commission (ACNC).
- 7.9 Where a Recipient spends in excess of their budget, Council and MCAAP takes no responsibility and assumes no liability for the shortfall, which will be borne by the Recipient in its entirety.
- 7.10 It is within MCAAP's discretion to:
- provide unallocated Funds to an Eligible Agency,
  - utilise a portion of the Funds on any associated fees and charges, including relevant financial institution fees or reasonably recovered administration costs of operation.

## 8. ACKNOWLEDGEMENT AND PUBLICITY

- 8.1 The Recipient must acknowledge that the Christmas Cheer Program is supported by funding from the Mount Gambier Community Mayor's Christmas Appeal.
- 8.2 The Recipient must include the Council logo in all signage, publications and promotional activities related to the Christmas Cheer Program. The Recipient must not use the Council's logo without approval outside of the Christmas Cheer Program as defined in the Mount Gambier Community Christmas Appeal Assessment Panel Terms of Reference. The Recipient must use the logo and branding in accordance with the Council's branding guidelines available on Council's website.
- 8.3 If the Recipient erects or maintains any signage in relation to the Christmas Cheer Program, the signage must acknowledge the Mount Gambier Community Mayor's Christmas Appeal as the supporter. Any signage must remain in place during the operational period for the Christmas Cheer Program.
- 8.4 The Recipient must notify Council any official functions relating to the Christmas Cheer Program, and invite the Mayor to officiate at any official function or event to which sponsors or donors would ordinarily be invited to attend.
- 8.5 The Recipient must seek prior approval from Council for any signage, publications, promotional activities, publicity, announcements and media releases relating to the Mount Gambier Community Mayor's Christmas Appeal, with at least 14 calendar days' notice, before release.

## 9. PRIVACY AND CONFIDENTIALITY

- 9.1 All information collected during the application process will be treated in accordance with Council's Privacy Statement.
- 9.2 Council may choose to publish information once Funds have been allocated. This may include information obtained during the application process, such as:
- name of the Applicant and any other parties involved,
  - information about the proposed activities as outlined in an Application, and
  - amount of Funds sought and/or allocated.

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## 10. COMPLAINTS AND DISPUTES

- 10.1 Any concerns, complaints or disputes raised will be managed in accordance with Council's dispute resolution practices, or as otherwise determined by the Prising Member of the MCAAP.

## 11. RELATED DOCUMENTS

The following documents support this Funding Assessment Guidelines:

- Mount Gambier Community Mayor's Christmas Appeal Fund Rules
- Mount Gambier Community Mayor's Christmas Appeal Assessment Panel Terms of Reference
- Reserve Accounting Administrative Principle [under development]

## 12. REVIEW

- 2.2. The Funding Assessment Guidelines shall be reviewed annually, or as required by the MCAAP, according to legislation, or otherwise appropriate. Proposed amendments must be tabled at a MCAAP Meeting and formally adopted by the Committee.

Document History:	Version No:	Issue Date:	Description of Change:
	1	19/08/2025	Document creation

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## **APPLICATION FOR ALLOCATION OF FUNDS**

### **APPLICANT**

Applicant Name	
Application Prepared By	
Position	
ABN	
Is your organisation registered for GST?	
Charity Licence Number	
Address	
Post Address (If different from above)	
Phone	
Email	

### **ACTIVITY DETAILS**

Activity description	
<b>Activity history</b> Please provide a brief history of the activity, including the number of times the activity has occurred in the past, including number of people reached and key outcomes	
<b>Activity objectives</b> Please list the aims and objectives of the proposed activity	
<b>Activity sustainability</b> What strategies do you have in place to ensure the activity is sustainable?	
<b>Activity evaluation</b> How will you know if you have	

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achieved the aims and the objectives of the activity?	
Activity proposed timeline	
Number of proposed people reached	
Breakdown of proposed people reached	% Families % Individuals % Other

## EVENT BUDGET

Estimated total budget for activity	\$
Description of how funds will be spent	
Applicant contribution	\$
In-kind support (if applicable)	
Applications must be received by 30 October.	
Name	
Signature	
Date	

By making Application for an allocation of Funds, the Applicant hereby agrees:

1. The Applicant has the authority to make the within Application on behalf of the relevant agency.
2. The Applicant warrants the information provided herein is true and correct to the best of their knowledge and belief.
3. The Applicant has read the terms and conditions, as well as the acquittal requirements, as set out in the Mount Gambier Community Mayor's Christmas Appeal Funding Assessment Guidelines from time to time, and agree to bound by same.