



# **UMJINDI MUNICIPALITY**

## **DONATION POLICY**



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## DONATION POLICY

<b>Core Business Area</b>	Corporate Services Directorate
<b>Operational Area</b>	All Directorates

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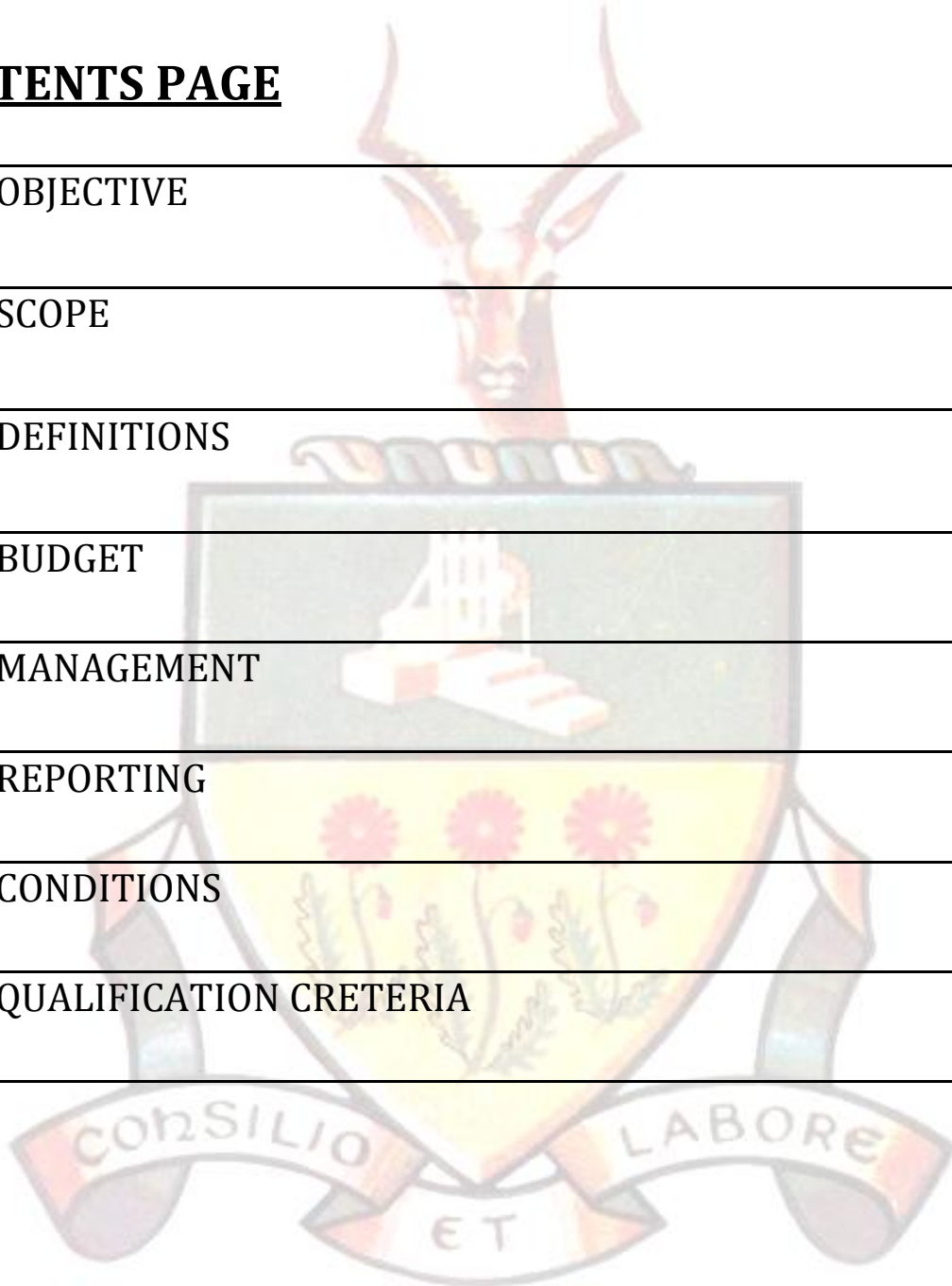
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			<i>A Treurnich</i>

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Position	Name	Signature	Approval Date
Mayor	R Lukhele	<i>R Lukhele</i>	04 08 08
Municipal Manager	SF Mnisi	<i>SF Mnisi</i>	04/08/08
Director Corporate Services (Acting)	A Treurnich	<i>A Treurnich</i>	04/08/08
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**(APPROVED BY COUNCIL UNDER ITEM FA.179  
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## **1. OBJECTIVE**

To facilitate and manage the requests for cash donations received by Umjindi Municipality through a Donations Committee, in support of promoting activities of the disadvantaged individuals, organizations and groups in the community to which it renders services.

## **2. SCOPE**

### **Cash Donations:**

The Donations Committee of Umjindi Municipality may approve cash donations up to an amount of R 2 000.00 per donation, per project and/or organization or individual per annum.

### **Donation of Assets:**

The Donations Committee of Umjindi Municipality may not approve the donation of fixed and movable assets and these applications must be dealt with under separate Items to Council. The Items should be compiled and submitted by the Directorate concerned.

### **Sporting Clubs and Events:**

The Donations Committee of Umjindi Municipality may not approve applications for cash donations by Sporting clubs or individuals participating in sporting events. These applications must be dealt with by the Directorate Community Services in collaboration with the Umjindi Sport Council. These donations may only be funded ex-vote 007 0230 004 (Sport Sponsorship).

### **Requests Exceeding The Amount of R 2 000.00:**

The Donations Committee of Umjindi Municipality may not approve applications for cash donations exceeding the amount of R 2 000.00, but shall refer these requests to the Umjindi Community Trust Fund for consideration.

### **3. DEFINITIONS**

#### **Donations:**

Any grant to a non-profit group/organization or individual not exceeding R 2 000.00 per donation, per project and/or organization or individual per annum. A donation is a once-off grant to add value to the objective of the group/organization or individual.

A donation must be charitable in nature and creating goodwill in the public eye.

#### **Per annum:**

Per annum referred to in this policy will be equal to the financial year of the Municipality of Umjindi.

### **4. BUDGET**

Umjindi Municipality shall budget for cash donations as specified above every year.

The sum total of donations may not in any one year exceed the amount that has been approved in the budget for that specific financial year.

Cash donations may only be made from vote 007 0179 004 (Grants).

Umjindi Municipality shall establish a Donations Committee who will be responsible for the consideration and approval of all applications submitted for cash donations, provided that there are sufficient funds available in the concerned vote.

### **5. MANAGEMENT**

The Donations Committee shall comprise of one representative from each of the following Directorates and their duties shall be:

#### **Corporate Services**

- The Directorate of Corporate Services shall be the convener and secretariat of the Donations Committee Meetings and also submit the quarterly reports to the Mayoral Committee.

### **Financial Services**

- The representative from the Directorate of Financial services shall be responsible for the arrangement of the payment to the beneficiaries.

### **IDP/LED Office**

- The representative of the IDP/LED office shall be responsible for the gathering of any additional information that might be needed by the Donations Committee to consider an application.

### **A Councilor nominated by Council.**

- A Councilor shall be present to assist in the allocation of donations as well as observing the fairness of the procedures.

### **The Donations Committee shall be responsible for:**

- the keeping of minutes of meetings
- a data base of all requests for donations
- a record of all requests approved and declined.
- evaluating and recommending all applications for cash donations within seven days from date of receipt of such application.

## **6. REPORTING**

The Donations Committee shall report all donations of cash to the Mayoral Committee on a quarterly basis.

The reporting shall include:

- all requests for donations received
- all requests for donations declined
- all requests for donations approved
- the financial status of the expenditure vote.

## 7. CONDITIONS

- All applications must be submitted in writing, accompanied by proof of identification and confirmation of the applicant's residential address.
- Only one donation may be granted per project and/or organization or individual per annum.
- Only applications from individuals, groups or organizations who reside within Umjindi will be considered by the Donations Committee.

## 8. QUALIFICATION CRITERIA

### **Only donations for the following may be considered:**

- Non-profit organizations.
- Individuals whose application according to the opinion of the Donations Committee has merit.
- Special institutions that are developmental orientated for the benefit of the deaf, the blind and physically challenged.
- Social clubs or community based organizations whose intention is clearly to educate or transfer skills to the community and not generate profit through the event.

### **Donations may not be considered for:**

- Political party activities.
- Church/religious denominations.
- Any member of Council or an official of Umjindi Municipality.
- For-profit organizations.
- Any closed corporations that are by the nature of their existence profit generators.
- Any schools or tertiary institutions.
- Individual attendance of National or International conferences.
- An activity/project or organization whose objective infringes the Bill of Rights or the Constitution or legislation of the Republic of South Africa.