

# Donations, fundraising, grants, and sponsorships

## Overview

This policy explains how we will manage donations, fundraising, grants, and sponsorships.

## Scope

This policy applies to all:

- donations, grants and sponsorships received; or
- any fundraising appeal carried out,

by St George Community Housing Limited and its subsidiaries (we, our and us).

We may, by resolution of our board, approve or accept donations, grants and sponsorship or carry out fundraising outside this policy (subject to compliance with legal and regulatory requirements including any conditions in our fundraising licence).

## Guiding principles

We will only accept Donations, apply for Grants, enter into Sponsorship arrangements or carry out a Fundraising Appeal when:

- It is aligned with our strategic direction, values and image, and is of benefit to the community.
- It complies with all relevant laws and regulations and any conditions in our fundraising licence.
- Our reputation will not be negatively impacted and any people or organisations that we partner with, align with our values and strategic direction.
- Associated conflicts of interest are declared and can be managed.
- We can use the donation for the purpose specified (if any).

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We may make Donations only to help to achieve our object, as set out in our constitution. Donations will be made with the approval of the Board or Group CEO, in accordance with our Delegations Policy and any other relevant policies.

## Responsibility of donors

Prospective donors should get their own independent legal and financial advice about the implications of their donations.

## Receiving donations, grants or sponsorships

We will accept Donations, Grants or Sponsorships in the following forms: cheque, direct deposit, real estate and physical property (e.g. motor vehicles), gifts, in-kind or pro bono services. Cash can only be accepted with prior approval of the Chief Financial Officer.

As a registered deductible gift recipient (DGR), we will issue receipts for donations we receive that qualify as a tax donation. For other donations, we will issue a letter of acknowledgement. Donations will be recorded in a separate general ledger account by the Finance team and records will be kept which meet our legal requirements.

## Fundraising

To ensure we promote the proper and efficient management and administration of Fundraising Appeals, those activities are to be carried in compliance with the *Charitable Fundraising Act 1991* (NSW).

Our team may nominate internal fundraising activities or initiatives that we can participate in as a workplace. Our team members can provide input about what initiatives they would like us to participate in. All workplace fundraising activities and initiatives will be centrally managed and coordinated by the Head of People, Capability and Performance.

## Definitions

### Donations

A Donation is a financial, in-kind, or material contribution, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation and is voluntarily and freely given.

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## Fundraising Appeal

In accordance with the *Charitable Fundraising Act 1991* (NSW), the soliciting or receiving of money, property or other benefits where the *appeal* is for a charitable purpose, or for the support of an organisation having a charitable object.

The following examples are not considered to be a Fundraising Appeal:

- Money, property, or other benefits received as part of a commercial arrangement or as a genuine fee or charge for services.
- Money received from Commonwealth, State or Local Government
- Fundraising within our workplace for a charitable purpose connected to one of our team members or their immediate family.

## Grant

Funds (financial or in-kind) given to a recipient for a specified project or purpose, which results in community benefit.

## Sponsorship

Any commercial arrangement in which a sponsor provides a financial or in-kind contribution to an organisation or business to support an activity and which has benefits for the sponsor, for example promotion, marketing, speaking opportunities and/or tickets.

Sponsorships are not philanthropic and do not include unconditional gifts, donations, bequests or endowments, or the purchase of benefits such as advertising space or the exchange of mutual benefits such as in commercial joint ventures.

## Relevant laws, regulations or standards

- [\*Corporations Act 2001\* \(Cth\)](#)
- [\*Charitable Fundraising Act 1991\* \(NSW\)](#)
- [\*Charitable Fundraising Regulation 2021\* \(NSW\)](#)

## Related documents and resources

- Policy: Conflicts of Interest
- Policy: Delegations

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## Policy information

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| <b>Version:</b>                   | 6   |
| <b>Approved:</b>                  | April 2022                                  |
| <b>Reviewed:</b>                  | April 2022                                  |
| <b>Review frequency:</b>          | 24 months                                   |
| <b>Responsible team/position:</b> | Group Executive, Legal, Governance and Risk |
| <b>Approval required:</b>         | Board                                       |