



## school donation guidelines

For further information call **9311 8111**  
or email [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)



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# Guidelines

## 1.0 Introduction

The Town's *School Donations* aim to support the school community to undertake initiatives for the benefit of students and/or the wider community that does not fall under the authority of the Department of Education.

Donations are assessed in accordance with the Town of Victoria Park *Policy FIN 7, Donations – Financial Assistance*.

## 2.0 School welfare category

**Objective: To support students who reside in the Town with the provision of necessary educational and personal development items.**

The school welfare donations are to assist students that reside within the Town of Victoria Park whose family is experiencing financial difficulty paying for cost of school curriculum related items such as text books, uniforms, school incursions or excursions including camps.

The conditions set out in the *Policy FIN 7, Donations – Financial Assistance* are stated below:

1. The student/s must reside in the Town of Victoria Park.
2. Only two (2) student welfare submissions may be accepted per financial year from each School on the approval of the principal.
3. Maximum of \$200 per student for the provision of educational related provisions.

## 3.0 Assessment of application

- Applications will be assessed in accordance with Policy FIN 7- Financial Assistance.
- Donation will not be approved if it is considered to be for direct profit or financial gain.
- All applicants will be advised in writing the outcome of their application.
- There is no guarantee of funding for any application.
- Funds will not be offered retrospective of project commencement.

Schools must accept the following conditions for the application to be successful:

- The application must be approved and signed off by the Principal
- Donations will not be made for projects, capital works, activities and educational services that fall under the recognised authority of the DET.
- Accepts that there can only be two (2) applications per financial year for donations for School Welfare.
- Agrees not to represent the Town in an official capacity without prior consent from the Town of Victoria Park.
- Agrees to return the donation to the Town within four (4) weeks of the stated end date if the project is cancelled or does not take place.
- Agrees that the Town may choose to promote successful applications in any of its publications or through the media.

## 4.0 GST and tax information

The Australian Tax Office (ATO) considers donation to be income, which may be subject to the Goods and Services Tax (GST). If liable to pay GST on a donation received from the Town of Victoria Park the organisation will be required to provide the Town with a tax invoice and be liable for GST on the payment.

Where the individual or organisation is not required to register for GST, the donation will not be deducted from the delegated funding allocation but will be required to provide a signed 'Statement by Supplier' to this effect.

Failure to do so will require the Town of Victoria Park to withhold 48.5% PAYG tax.

## 5.0 Assessment of Application

Please use this list to ensure that your application is complete:

- Have you checked that your school is eligible to apply?
- Have you completed the correct application form?
- Have you signed the statutory declaration?
- Have you included all required signatures?
- Have you kept a copy for your records?