



# TOWN POLICY

## COUNCIL POLICY: Donation Policy

**POLICY NUMBER: D-25-3**

**RESOLUTION NUMBER:** 2023-1

**ADOPTED:** February 14, 2023

**REFERENCE:**

**SUPERSEDES:**

Policy #D/25-2

Policy #D/25-1

Policy #D/25

### Policy Statement:

The Mayor and Council of the Town of Cardston (the Town) desire to establish a policy related to donations from the Town to individuals or groups. The policy exists to assist in the administration of annual donations budget and to provide guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council and included in the budget each financial year. For the purposes of this policy, the definition of "donation" shall be any direct monetary contribution or provision of Town services, facilities, or equipment requested by the applicant. These provisions or services include facility rental fee, Town staff support, Town owned equipment fee, or use of Town owned materials.

### The objectives of the policy are as follows:

- To provide Council with a consistent response to requests for donations.
- To provide clear procedures for staff when responding to requests for donations.
- To provide delegate authority to the CAO to determine requests for donations up to a value of \$500.
- To set deadlines for significant contributions so Council may establish priorities and plan accordingly in the annual budget.

### Conditions for donation requests less than \$500.00:

- Council will set a maximum amount for community donations to be reserved in the budget that may be distributed at the CAO's discretion each year or forwarded to Council with recommendations.
- Requests for consideration of a donation less than \$500 will be accepted on an ongoing basis and must be in writing to the CAO on the prescribed form.
- All requests must be received a minimum of 30 days before the event to which they apply.
- The CAO and/or Council, at its discretion may or may not approve the donation.





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- The CAO has the delegate authority to approve a donation for a single event up to a **maximum of \$500.**
- The CAO has the delegated authority to approve the donation in the form of waived fees providing that no admittance fees or participation fees are charged for the event.
- The CAO may not exceed the approved yearly budget amount.
- The CAO may refer the donation application to Council irrespective of the requested amount depending on the circumstances of the application.

## **Conditions for donations in excess of \$500.00**

To ensure a consistent process for receiving applications, and clear guidelines for granting significant contributions within the community, donation requests exceeding \$500.00 will only be considered using the following system:

- 1) Without exception, applicants will be required to fill out an Application for Donation and submit it to the Town's Administration by no later than November 1<sup>st</sup> for consideration in the budget for the following calendar year based on Council priorities.

Any unallocated funds from the community donation allotment after Council approves the November 1<sup>st</sup> intake may be distributed at Council's discretion until it is fully spent, or be reserved as surplus to fund the budget of the following year.

## **General Conditions**

Successful Applicants must expend the funds as detailed in their application or return any unused funds to the Town within the same calendar year as they are received;

## **Guidelines**

### **To be eligible for a municipal donation, the applicant must:**

- be based within the Town of Cardston;
- demonstrate the need for the specific request;
- be an individual or non-profit service;
- use or distribute the donation wholly within the Town of Cardston through the events or activities associated with the donation;
- not be the recipient of other funds from the Town;
- not be a Federally or Provincially funded initiative;
- not be raising funds on behalf of another group who would not otherwise qualify;
- not be a registered political party, registered constituency association or registered candidate;
- agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies;





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- show outcomes that positively benefit the Town and its citizens.

## **Preference will be given to applicants:**

- that can demonstrate strong community involvement and strong benefits to the community at-large;
- that can demonstrate a strong need for the specific donation request;
- holding community events, activities, initiatives, or programming;
  - *Donation requests for capital projects will be considered separately by Council and included in the budget if approved;*
- who have not received previous donations from the Town.
  - *Donations made by the Town do not set precedent, and are not to be regarded as commitment by the Town to continue such donations in the future.*

## **Ineligible Requests**

The following are ineligible for requests for donation:

- Applications for assistance to attend conferences.
- Sponsorships of individuals or groups attending or participating in sporting or other events.
- Waiver of any fees to a Town owned or operated facility.
- Waiver of fees for use of any other Town owned facility that is managed by a contractor or a registered society.
- Waiver of fees for the use of a Town owned facility *after* the event in question has already taken place.
- Contributions of any type for an event that has already transpired.
- Contributions for any initiative that would contravene or conflict with Town Bylaws or Provincial Legislation.





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## Town of Cardston Application for Donation

**Date of Application:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

### 1. Applicant Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone, Fax, Email: \_\_\_\_\_

### 2. Type of Donation

- Financial Assistance
- Service Provision (explain): \_\_\_\_\_
- Other (explain): \_\_\_\_\_

Amount (value) Requested: \_\_\_\_\_

Details of how the funds will be expended:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Previous Donations

Has your organizations received donation from Town council in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds





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## 4. Organizational Information

What services or activities does your organization provide to the Town of Cardston residents?

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Describe in broad terms the principal objective of your organization or initiative:

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How will your organization acknowledge the Town's donation?

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*By signing below the applicant acknowledges and agrees to the following:*

- That the application satisfies the guidelines outlined in the policy.
- That the Town will be acknowledged in all publicity for their donation.
- That the funds will be expended as detailed above or they will be returned to the Town within the calendar year which they were recieved.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

