



TOWN POLICY

COUNCIL POLICY:

Community Donations

POLICY NUMBER: D-25-5

RESOLUTION NUMBER:

ADOPTED: August 12, 2025

REFERENCE:

SUPERSEDES:
D-25-4

PREPARED BY: Assistant Administrator

DATE: July 29, 2025
UP FOR REVIEW: August 25, 2030

Policy Statement:

The Town of Cardston provides targeted support to non-profit initiatives that benefit the community.

The purpose of this policy is to:

Establish consistent, transparent, and fiscally responsible guidelines for the Town of Cardston in receiving, evaluating, and administering both one-time and recurring donations. This policy ensures that donations support community benefit, align with municipal priorities, and are distributed fairly within the constraints of the approved budget.

1. Definitions

- (1) CAO: the Chief Administrative Officer of the Town of Cardston
- (2) Council: the municipal council of the Town of Cardston
- (3) Donation: any occasional or periodic voluntary contribution authorized by this Policy, consisting of monetary funds or in-kind support, such as materials, services, equipment, or fee waivers.
- (4) Recurring Donation: a regular voluntary monetary contribution accounted for specifically in the annual budget.

2. Guidelines

- (1) Budget
 - (a) The issuance of funding for Donations is limited as follows:
 - (i) From January 1st through June 30th (H1): ½ of total annual budget





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- (ii) From July 1st through December 31st: Any funds remaining from H1, plus the second ½ of total annual budget
 - (b) In-kind support shall be assigned a dollar value based on the appropriate Town policy
 - (c) No Donation shall exceed \$5,000 in value
- (2) Recurring Donations
 - (a) Shall be considered individually as part of annual budget preparation to ensure alignment with current municipal objectives.
- (3) Delegation to CAO
 - (a) Donations of \$1,000 in value or less shall be facilitated by the CAO in accordance with section 4(1).
- (4) Evaluation criteria
 - (a) In the event that applications exceed available funding as prescribed by section 2(1)(a), preference shall be given to those who:
 - (i) Demonstrate increased community involvement and benefits
 - (ii) Demonstrate a strong need for the Donation
 - (iii) Have not received Donations from the Town
- (5) Successful applicants must expend the Donation as detailed in their application, or return any unused funds to the Town within the same calendar year as they are received.
- (6) Donations do not imply future funding commitments by the Town.

3. Eligibility

- (1) Ineligible applicants include:
 - (a) Registered political parties, constituency associations, or candidates
 - (b) Recipients of additional Town grants or financial support overlapping the Donation period
 - (c) Past Donation recipients who did not submit reports in accordance with section 3(2)(f)
 - (d) Individuals or entities raising funds on behalf of ineligible applicants





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- (2) Eligible applicants must
 - (a) be individuals, groups, or organizations operating for non-profit purposes,
 - (b) demonstrate the need for the request,
 - (c) show outcomes that benefit the community,
 - (d) use the entire Donation for the benefit of the Town,
 - (e) acknowledge the Town contribution in all publicity relating to the activity to which the Donation applies, and
 - (f) provide a concise report to Council detailing the Donation's benefits after the event, activity, or initiative concludes.
- (3) Requests for funding or support for any of the following will not be considered:
 - (a) Events that charge admission or participation fees
 - (b) Events that have already transpired
 - (c) Activities which involve use of
 - (i) the Lee Creek Valley Golf Course, or
 - (ii) a Town-owned facility managed by a third-party operator
 - (d) Activities tied to school programs or curricula, such as school sports teams, drama clubs, music ensembles, or other extracurricular activities
 - (e) Initiatives primarily funded or operated by provincial or federal government agencies, departments, or institutions
 - (f) Initiatives, activities, or events that contravene or conflict with municipal, provincial, or federal law
 - (g) Capital projects, unless approved according to the *Capital Project Proposals* policy

4. Procedure

- (1) Requests for Donations less than \$1,000
 - (a) Subject to those conditions prescribed in section 3, application shall be made to the CAO as provided in Schedule "A".
 - (b) The CAO may refer any application to Council irrespective of the requested amount depending on the circumstances of the application.





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- (2)** Requests for Donations in excess of \$1,000
 - (a)** Subject to those conditions prescribed in section 3, application shall be made to Council as provided in Schedule "A".

- (3)** Requests for Recurring Donations
 - (a)** Requests shall be presented to Council for consideration within the municipal budget.
 - (b)** Council may require those seeking or currently receiving a Recurring Donation to submit a report detailing any of the following:
 - (i)** Use of funding previously received
 - (ii)** Reason for requiring funding for the upcoming year
 - (iii)** Efforts undertaken to secure funding from other sources
 - (iv)** Statement of financial activities and/or budget





SCHEDULE "A"

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APPLICATION FORM

Applicant Information:

Organization/Individual Name:	
Contact Person:	
Address:	
Phone:	Email:
Non-Profit Status: <i>(check one below)</i>	
Incorporated <input type="checkbox"/> Registration # _____	*Unincorporated <input type="checkbox"/> *Must provide mission statement, description of activities, and evidence of non-profit operations <i>(see reverse)</i> .

Donation Type:

<input type="checkbox"/> Monetary	Amount: \$ _____
<input type="checkbox"/> In-Kind	Waivers (describe): _____
	Services: _____
	Equipment: _____
	Materials: _____
	Value (<i>Office use only</i>): \$ _____

Eligibility: Check the box below to confirm your request meets the eligibility requirements in section 3 of this Policy and explain: 1. Why you need the Donation; & 2. How the Donation will be used to benefit Cardston.

Note: Application will not be accepted if this section is left blank.

<input type="checkbox"/> Eligible Donation	
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Unincorporated Non-Profits

Mission Statement:

Description of Non-profit Activities:

Evidence of Non-profit Operations: Please list any attachments or supporting documents that demonstrate your organization is a non-profit and attach them to this application.

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

- ☐ The application meets all Eligibility requirements outlined in this Policy
- ☐ The Town will be acknowledged for its contribution in all publicity relating to the activity to which the Donation applies
- ☐ The funds will be expended as detailed above or they will be returned to the Town within the calendar year which they were received

Witness

Applicant

Date

