



Policy

Donations to Community Organizations, Programs, Events and Activities Policy

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Supersedes Policy Number: New

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POLICY STATEMENT

The County of Minburn No. 27 (hereinafter referred to as the "County") appreciates the positive contributions that community organizations make to enhance the quality of life in the County and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

PURPOSE

1. To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events and activities.
2. To provide the authority to the Chief Administrative Officer (CAO) with support from the area Councillor(s) regarding requests for in-kind donations up to a value of \$1,000.
3. To provide the authority to the Chief Administrative Officer as well as to Council for the provision of promotional items up to a value of \$100 to community groups for local fundraising initiatives and events that the County is directly involved in.
4. To provide clear procedures for Administration and Council when responding to requests for donations.

GENERAL PRINCIPLES AND GUIDELINES

1. Eligibility

- a. Consideration of providing support to community programs, organizations, events and activities through donations shall be limited to those that demonstrate any of the following:
 - (i) a need for financial support or specific in-kind donation from the County;
 - (ii) a provision of enjoyment and a benefit to the general public;
 - (iii) for local fundraising initiatives that are broadly accepted to be worthwhile by the general public;
 - (iv) for events and activities where the County of Minburn is a sponsor and/or has Council or County employees participating;
 - (v) are hosted on a yearly basis or recognize significant milestone events; and/or
 - (vi) take place within the County boundaries and is intended to include the Town of Vegreville and the Villages of Innisfree and Mannville.
- b. The following are not eligible for support under this policy:
 - (i) private functions;
 - (ii) capital facilities and equipment;
 - (iii) youth and adult sports teams and associated programs/events, activities and school reunions;
 - (iv) programs, organizations, events and activities that receive support from the County through other programs or policies;
 - (v) major County and inter-municipal events.

2. Donations

- a. Donations may be cash or in-kind donations.
- b. In-kind are non-financial donations that do not involve a direct cash contribution but instead might include providing municipal services or other materials or supplies.
- c. Promotional items include a variety of purchased merchandise specifically branded with the County of Minburn name and/or logo.

3. Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
 - (i) evidence for the need;
 - (ii) number of local residents served;
 - (iii) quality of management (established track record, proposal well thought out, etc.);
 - (iv) number of local volunteers;

- (v) mitigation of barriers to services for people with mental and physical disabilities and minority groups;
- (vi) level of involvement with other community partners; and
- (vii) agreement to acknowledge the County's contribution in all publicity related events or activities relating to the activity.

4. Funding Allotment and Allocation

- a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the County is able to donate.
- b. Any donations requests exceeding the budget and/or policy limits and subsequently approved by Council are to be allocated from unrestricted surplus funds.
- c. In-kind donations are subject to operational constraints related to the provision of core municipal services.

5. Grant Applications

- a. All donation requests must be submitted by way of a grant application containing the following information and requirements:
 - (i) name, address and contact information for the organization;
 - (ii) the amount of financial support being requested;
 - (iii) a description of the program, event or activity and associated dates and timelines;
 - (iv) a budget identifying the proposed revenue and expenditure pertinent to the request;
 - (v) an explanation of how the County's support will be recognized during the program, event or activity;
 - (vi) completed application forms must be submitted to the County. If the application is not properly filled-out, the grant application will not be considered; and
 - (vii) must be received at least 30 days before the date of the need for support.
- b. Requests for promotional materials under a \$100 may exclude items (ii), (iv), (vi) and (vii) from the listing in section 5a.
- c. County Council shall be the deciding authority on all applications, except for in-kind donation requests of up to \$1,000 and the provision of promotional items up to a value of \$100.
- d. In-kind donations of \$1,000 or less can be approved by the CAO provided that the request is supported in writing by at least one area Councillor.
- e. Promotional items under \$100 can be approved by the CAO and/or individual members of Council.

6. Accountability of Funds

- a. Applicants who are provided with financial support pursuant to this policy shall be accountable for the expenditures of funds provided.
- b. The entire amount of financial support provided must be used exclusively for the program, organizations, event or activity identified in the application.
- c. The community programs, activities and events must be conducted within six months of the date the donation is approved.
- d. If the community programs, activities or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the County.
- e. The County's support must be recognized during the program, event or activity in the manner described in the application.
- f. Organizations, programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

7. Communication

- a. Applicants shall be notified in writing once a final decision on their application has been made.
- b. The CAO will report to Council of any CAO approved/Councillor endorsed in-kind donation requests at a Council meeting subsequent to the decision be made.
- c. Administration will report to Council on an annual basis on the listing of donations and promotional items that were donated under this policy.
- d. Administration will communicate in summary form the community support provided under this policy through communication channels deemed appropriate by Administration.