

POLICY NUMBER:	C-026
POLICY SUBJECT:	DONATION POLICY
DEPARTMENT:	COUNCIL
INITIAL EFFECTIVE DATE:	JULY 10, 2023
EFFECTIVE DATE:	
REVISION DATE (s):	

PURPOSE:

To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events & activities. To provide the authority to the Chief Administrative Officer (CAO) regarding requests for donations up to a value of \$500. To provide clear procedures for Administration and Council to provide and respond to requests for donations in order to streamline the Council agenda.

POLICY STATEMENT:

The Town of Coaldale appreciates the positive contributions that community organizations make to the quality of life in the Town, and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

Policy Guidelines and Procedures

1. Eligibility

- a. Consideration of providing support of 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 from the Town;
 - ii. are held for the enjoyment and benefit of the general public;
 - iii. are hosted to recognize significant milestone events, (major curling event, etc.); and/or
 - iv. take place within Town boundaries.
- b. The following are not eligible for support under this policy:
 - i. private functions;
 - ii. capital facilities and equipment; youth and adult sports teams and associated programs/events, activities and school reunions; and
 - iii. programs, organizations, events and activities that receive support from the Town through other programs or policies.
 - iv. requests for donations of cash or in-kind that are valued over \$500 will be presented to Council for their approval.
- c. Requests for financial assistance for capital items should be made through the

Town of Coaldale Community Grant Program. Applicants who receive funding through the Grant Program are not eligible to also receive support under this Policy in the same calendar year.

2. Donations

- a. Donations may be cash or in-kind contributions.
- b. In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services or other materials or supplies.
- c. Requests for door prizes, silent auction items or other similar promotional items require a written request. Funds for door prizes, silent auctions or promotional items of a value of \$500 or less shall be decided upon by the CAO.

3. Criteria

In evaluating each application, decisions will be based on merit with consideration being given to the following:

- a. Evidence for the need
- b. Number of local residents served
- c. Quality of management (established track record, proposal well thought out, etc.)
- d. Number of local volunteers
- e. Agreement to acknowledge the Town's contribution
- f. Is consistent with the Town's approved operating budget.

4. All requests for Donations must be made in writing.