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## **ADM - 002 - 2024**

### **MUNICIPAL DONATIONS POLICY**

#### **1. Purpose**

The policy establishes the eligibility and guidelines for providing funds and or resources to community groups and organizations and provides the Council and Administration with clear direction in considering and responding to requests for donations.

This policy provides an accessible and equitable process for community groups and organizations seeking donations from the Town of Oxbow, provides a process which allows council to conduct a meaningful comparison of requests for donations, provides a process which allows council to maintain a more equitable distribution of donations and enhances councils' appreciation and understanding of the community groups and organizations operating in the Town of Oxbow and surrounding communities.

#### **2. Types of Donations**

- a. Monetary Donations
- b. In-Kind (e.g.: use of Town owned facilities, equipment, materials, services, staff resources, land)
- c. Promotional Items

#### **3. General Provisions**

- 3.1 Council shall allocate an amount in the annual budget to be apportioned to donations.
- 3.2 The maximum donation for any request is five hundred dollars (\$500.00) and either monetary, in-kind, promotional item or a combination thereof.
- 3.3 Requests will be considered on an ongoing basis, dependent on the funds available in the budget.
- 3.4 There is no guarantee that a request will be approved.
- 3.5 Council is not constrained by the amount requested and may determine to award less or more than requested.
- 3.6 Grants and donations made by the Town are not regarded as a commitment to continue such donations in the future.
- 3.7 In donating, the Council may impose any conditions/restrictions as it deems fit.

**4. Eligibility Criteria**

- 4.1 Any group or organization requesting a Donation must be in the Town of Oxbow or surrounding community or provide a benefit to the whole community.
- 4.2 Preference will be given to non-profit community groups/organizations.
- 4.3 All requests must be made in writing and address how the donation will be used.

**5. Non-Eligibility Criteria**

- 5.1 Individuals.
- 5.2 For profit community groups, organizations, or businesses.
- 5.3 Community groups or organizations that are political or religious in nature.
- 5.4 Discriminatory activities, events, or projects.
- 5.5 Activities, events, or projects that are deemed unlawful.
- 5.6 Activities, events, or projects that are contrary to the Town's Strategic Plan.

**6. Requests for Assistance outside the Scope of this Policy**

- 6.1 Notwithstanding any other provision in this policy, Council may make donations to groups or organizations at any time during the year where they deem such contributions to be warranted due to extraordinary situations.
- 6.2 Nothing in this policy prohibits the Council from considering financial assistance or in-kind support outside the scope of this policy. The council may consider each case on its merit and any assistance provided will be without precedent.

**7. Exceptions**

- 7.1 Notwithstanding anything in this Policy, requests for Donations that have a total value under one hundred dollars (100) and have time constraints which would otherwise prevent the request being brought forward to Council may be approved by the Chief Administrative Officer.

**7. Donations Policy Checklist**

Decision Guidelines:

- \_\_\_\_\_ Was the donation request submitted in writing & does it address how the donation will be used?
- \_\_\_\_\_ Is the donation request from a non-profit community group/organization?
- \_\_\_\_\_ Does the donation request comply with the Donation Types in this policy?
- \_\_\_\_\_ Will the project, event, program benefit the community as a whole?

- \_\_\_\_\_ Is this the only donation request from the non-profit community group/organization in the current year?
- \_\_\_\_\_ If the request is monetary, are there available funds in the current year's budget?
- \_\_\_\_\_ Is the donation request within the maximum amount of \$500.00 pursuant to this policy?

If "YES" can be answered to each of the above the above questions, a donation shall be considered.

If "NO" then more information may be required for the donation request to be considered.

SEAL

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ADMINISTRATOR