



Rural Municipality of Daly POLICY AND PROCEDURE MANUAL		POLICY NO: 08
REFERENCE Council / Office	ADOPTED BY: Resolution #11-182 Date: November 8, 2011	
TITLE: Donation Policy		Reeve:  CAO: 

Principles of the Donations Policy

The Rural Municipality of Daly is committed to the communities it serves, and therefore lends financial support, in the form of donations, to organizations that seek to improve the quality of life of the community. The RM of Daly has adopted this donations policy to provide limited financial assistance to community groups and organizations to assist with activities or special events. This support is in recognition of the value of these groups to the wellbeing and growth of the community and in helping the municipality retain a strong community focus.

Budget Consideration for Donations

The Council of the RM of Daly believes that an amount of money should be included in its municipal budget each year for donation payments. Therefore each year, as part of the annual budget process, Council will determine the financial commitment or the maximum funds available for donations.

Purpose of the Donation Policy

This policy establishes an orderly process for the administration and control of donations. The policy has been developed to assist Council in administering annual donations, as well as providing guidance on the allocation of funds to applicants and staff.

Policy Objectives

The objectives of this policy are to:

- (a) Ensure that the Municipality of Daly treats all donation requests fairly, consistently and responsibly;
- (b) Provide guidelines and clear procedures for Council and municipal staff when responding to donation requests.

Categories of Funding

Donation grants must be directly beneficial to the ratepayers of the RM of Daly. Consideration should be given to granting the most deserving projects and programs, and serve communities and individuals who are most in need within the Municipality. The prioritization and the donation amounts shall vary from year to year depending on circumstances and Council and community priorities and needs. Guided by the principles as set out in this policy, the following categories of donation grants Council may consider are: Supporting Youth / Senior Events; Community Beautification; Community Heritage; Tourism Development; Community Special Events; Athletic Teams / Sporting Events; Community Health and Wellness; Nature Preservation and the Environment; Arts and Culture; Education and Skill Development; Social and the Disadvantaged. These categories are not exhaustive and may be amended or added to from time to time by Council.

Donation Eligibility

Funding will not be considered in the following instances:

- (a) Where only an individual will benefit (unless the individual is recognized for excellence in a field or has an outstanding achievement);
- (b) Political organizations or groups;
- (c) Organizations outside the boundaries of the Municipality, unless there is a clear and compelling benefit to the RM of Daly ratepayers;
- (d) Organizations for profit; and
- (e) Where the request does not meet with the principles of this policy.

Donation Assessment

Council will assess eligible donation requests on; budget funds availability, potential impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact. The donation shall not be considered as the primary source of funding for the organization. Donation is intended to be supplementary to main sources of funding for organizations. The organization must be able to show exploration of other financial support and options such as fundraising, grant applications, and volunteer support.

Granting a Donation

- (a) Council at its discretion may or may not grant a request for a donation, and no donation will be disbursed unless specifically authorized by Council in the form of a resolution.
- (b) A donation request will only be considered if there are unspent funds in the donation budget.
- (c) The granting of donations in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current year.
- (d) In making donations, the municipality may impose such conditions and/or restrictions as it deems fit. Council's decisions regarding donations are final.
- (e) The municipality reserves the right to limit the number of donations/grants made to a particular organization in any given year to one, unless exceptional circumstances.
- (f) No donations will be allocated, under this policy, to organizations or bodies where a member of Council or a municipal official receives a direct financial gain.

Application Procedures

All donation requests must be submitted to the municipal office in writing and directed to Council on or before December 31st of each year to be dealt with on a "First come – First serve" basis. All requests for donations should be directed to Council well in advance of the event so that the request can be considered at a regularly scheduled Council Meeting.

The donation request is to be completed on the letterhead of the organization or body, signed by the head of the organization or body and must include the following information:

- (a) Name of the organization, and the contact information (name, address, telephone and fax number, and e-mail) of a person who can answer questions regarding the request;
- (b) A brief description of the organization's business;
- (c) If the applicant is non-profit organization;
- (d) Demonstrate the need for the request and identify the benefit and outcome.

If the request is for a special project or event, brief description of the event; including objectives of the event or what it aims to achieve, the benefits to the community resulting from the event, as well as the budget for and duration of the project. If the request is for general support, the organization's or body's overall budget may be requested by Council, as well as a summary of past achievements and, or other sources of funding. Council may request the applicant to appear as a delegation before Council to request the donation in-person.

Requests will be reviewed for completeness and compliance with this policy by the Chief Administrative Officer before including the request on the meeting agenda for Council's consideration. Incomplete requests may be returned to the organization, with a list of the additional information required.

Applicant Accountability

Applicants awarded a donation grant will be held accountable for the expenditure of the funds in accordance with their request. Donation funds granted under this policy are not transferable between groups or organizations without prior Council approval, and must be used for the specific purposes requested. If the amount of the donation is greater than \$1,500.00 the applicant is required to sign an authorization that confirms and acknowledges that the funds may only be utilized for the purpose for which approved.