



Community Donation Policy

Policy # 2018-01

POLICY STATEMENT:

The Town of Fort Qu'Appelle recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Fort Qu'Appelle is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

PURPOSE:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Fort Qu'Appelle.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Fort Qu'Appelle's Strategic Goals and Priorities.

DEFINITIONS:

"Donation" shall be any direct monetary contribution from the Town of Fort Qu'Appelle requested by the applicant.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Fort Qu'Appelle.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Fort Qu'Appelle owned equipment (rental fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

GUIDELINES / CONDITIONS:

- Requests for consideration of a donation or alike will be accepted on a quarterly basis, and must be in writing to the CAO on the prescribed form (attached);
- Requests for consideration must be submitted by January 1st, April 1st, July 1st, October 1st.
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);
- Council, at its discretion may or may not grant a request for a cash or in-kind donation;
- The funding may not exceed the approved yearly budgeted amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.
- Donations shall not exceed \$500 per application.
- Groups shall be eligible for only one application per calendar year.

ELIGIBILITY: An individual, group or organization must:

- Be based within the Town of Fort Qu'Appelle;
- Demonstrate the need for the specific request;
- Be a non-profit entity;
- Use the donation wholly within the Town of Fort Qu'Appelle through the events or activities associated with the cash or in-kind donation;
- Not be the recipient of other funds from the Town of Fort Qu'Appelle;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Fort Qu'Appelle, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

APPLICATION REVIEW GUIDELINES:

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Fort Qu'Appelle Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Fort Qu'Appelle, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Fort Qu'Appelle;
- In making donations/requests, the Town of Fort Qu'Appelle may impose such conditions and/or restrictions as it deems fit;
- The Town of Fort Qu'Appelle decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- **A written response for each application will be provided upon review.**

Requests for assistance outside scope of policy: Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Town of Fort Qu'Appelle Application for Donation
(As per Policy #2018-01)



Date Approved by Council: _____

Resolution # _____

Date of Application: _____

Date of Event: _____

1. Applicant Information

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone, Fax, Email: _____

2. Type of Organization: (circle)

ARTS/CULTURE
OTHER(specify)

RECREATION/SPORTS

EVENT

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

Financial DONATION - Financial Assistance (explain):

Amount (value) Requested: _____

6. Details of how the funds will be expended:

or is your request for an in-kind contribution?

IN-KIND CONTRIBUTION - (explain what you are requesting):

7. Is Your event a single, special event or reoccurring?

SPECIAL EVENT - (explain):

Reoccurring COMMUNITY EVENT - (explain):

7. Previous Donations

Has your organization received donation from the Town of Fort Qu'Appelle in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

What services or activities does your organization provide to the Town of Fort Qu'Appelle residents? (Please attach a list of membership/executive)

9. Describe in broad terms the principal objective of your organization or initiative:

10. How will your organization acknowledge the Town's donation?

11. Is a copy of the organization's budget attached? If not, why not?

YES

NO

12. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds

12. As a condition of this approval, a report must be provided to Council indicating how the municipal funds were used, if applicable; the number of participants to the event; and the overall impact or benefit to the community. This report must be provided to Town administration within 30 days of your event. Failure to provide a report will result in future applications being denied.

Date

Signature of Authorized Representative

Town of Fort Qu'Appelle Internal Use

- | | | | |
|---|-----|----|-----|
| 1. Did the event happen as planned? | Yes | | No |
| 2. Were the Town's funds used for the intended purpose? | Yes | No | N/A |
| 3. Was a final report provided to the Town? | Yes | | No |
| 4. Did the event align with Town's Strategic Priorities? | Yes | | No |
| 5. Should donations be considered for this event in the future? | Yes | | No |

If not, why not? _____

Reviewed by _____

Date