

Policy

The Village of Innisfree recognizes the value of non-profit organizations and volunteers. The development of a policy to deal with donation requests on a consistent and fair basis will contribute to improved public accountability of municipal funds.

Purpose

The purpose of this policy is:

- To provide Council with consistent response to requests for donations
- To provide clear procedures for Council and staff when responding to requests for donations
- To provide delegate authority to the CAO to determine requests for donations up to \$75 contingent on budget restrictions

1.0 DEFINITIONS

1.1 Annual Operating Budget is the detailed estimate of how much the Municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents, pursuant to the *Municipal Government Act*.

1.2 Donation shall mean any direct monetary contribution or provision of Village services, facilities or equipment or contribution of Village-owned materials.

1.3 Donation Form is the document that those requesting a donation must complete.

2.0 PROCEDURES

2.1 This policy applies to all individuals, groups or organizations that live in or, are based within the local area of the Village of Innisfree.

2.2 To be eligible for a municipal donation, an individual, group or organization must:

- a. Demonstrate a need for the donation;
- b. Be an individual or a group;
- c. Use or distribute the donation wholly within the Village of Innisfree through events or activities associated with the donation;
- d. Not be a recipient of other funds from the Village;
- e. Not be a Federal or Provincial funded initiative;
- f. Not be raising funds on behalf of another group who would not otherwise qualify;
- g. Not be a registered party, registered constituency association or registered candidate.

2.3 The Municipality's Annual Operating budget shall include an annual fund for donations, to be distributed, until the budgeted sum is depleted.

2.4 Donation requests will be accepted on an ongoing basis and must be in writing to the CAO on the prescribed form.

- 2.5** All donation requests must be received a minimum of thirty (30) days before an event.
 - 2.6** The CAO and/or Council, at its discretion, may or may not grant a request for a donation.
 - 2.7** Donations made by the Village are not to be regarded as a commitment by the Village to continue such donations in the future.
- 3.0 End of Procedure.**

Donation Request from the Village of Innisfree

Effective Date: **Oct.22/14** Amendments: Effective Date _____ Resolution No. _____
Resolution No. **2014-10-21/32** Effective Date _____ Resolution No. _____

