

COUNCIL DONATIONS POLICY

Subject: Donations Ref: Council Code: 15

Date Approved: 13 December 2017 Motion No: 551/13/12/17 Replaces: 706/17/10/06;
275/25/06/13

The Council of the County of Northern Lights believes in accommodating requests for donations from non-profit groups and organizations that provide services or programming to County residents.

The Council proposes to do this through the setting aside of budget dollars annually and implementing guidelines for donations so as to ensure that funds being provided are done so in a manner that is fair and consistent.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

Procedure

1. Donations are considered to be a gift from the County with no expectation of reciprocation. They are provided for charitable purposes or to assist with a specific cause that is minor in nature.
2. Donations under the policy can be cash offerings or gifts in kind such as donated services, equipment or labour.
3. The limit for cash offerings under this policy is \$2,500.00 and the limit for gifts-in-kind is \$10,000.00. Donations to other municipalities under this policy are exempt from these limits.
4. As part of the budget process, Council will instruct administration to set aside a portion of the operating budget to accommodate requests for donations.
5. Only non-profit groups & associations, charitable organizations and other governments will be eligible to receive funding under this policy. All groups shall provide an identifiable benefit to the residents of the County in order to be considered.
6. Groups seeking a donation for their event or cause are requested to seek funding through the County's recreation boards, prior to seeking funding from the County. Under special circumstances requests may be forwarded to council directly.
7. All donation/funding requests are required to be accompanied by a completed application (Appendix A) in addition to any other information that the group feels appropriate. This application will outline the cause, other sources of funding, previous funds received from the County as well as outline the benefit of the event, service or program for County residents.
8. All requests that are complete and \$500 and under can be approved by the CAO or designate. Requests exceeding this amount will be forwarded to Council for a decision.
9. Donations approved by the CAO will be reported to Council in the meeting following the approval, whenever practical.
10. Completed donation/funding requests will be submitted to Council by Administration in a timely manner so as to ensure the request is not presented after the event or the reason for the request lapses.
11. Organizations will be notified of the funding decision in writing as soon as it is practical to do so.
12. Organizations wishing to deviate from their proposal for which the funds were donated must obtain written approval from Council to expend any funds.
13. Any donations or funds provided through this policy will be coded as a grant under the appropriate County department wherever possible to ensure proper financial recording.
14. Council can request Administration to provide a report listing the recipients and the amounts received at any time.



REQUEST FOR FUNDING – COUNCIL DONATIONS & GRANTS
Application Form

APPLICANT INFORMATION

Legal Name of Organization/Individual (*must match provincial records*):

Common Name of Organization/Individual (*if different from legal name*):

Mailing Address of Applicant Organization/Individual: _____

** All correspondence and cheques will be mailed to this address.

City: _____ Province: _____ Postal Code: _____

Contact Person: _____ Position: _____

Phone Number: _____ Email: _____

PROJECT OVERVIEW

Activity / Event Type (please check one)

- Hosting a Regional, Provincial, National or International Event
- Community Special Event or Celebration
- Organization/Group Start-up Costs
- Travel to a Regional, Provincial, National or International Event
- Other: Specify _____

Project Name: _____ Amount Requested: \$ _____

Description of request: (use back of form if more space is required) _____

How will you acknowledge support from the County of Northern Lights?

Did you approach any other organizations about funding? Yes* No

Did you approach the North or South Recreation Boards for funding? Yes* No

*If yes, did you receive funding from them for this project, event or activity? Yes** No

** What was the Amount received? _____

PROJECT BUDGET

Please list sources of revenue and anticipated expenses for the activity /event.

Revenues:

Applicant Fund-raising: _____

Applicant Contribution: _____

Other Grants/Donations: _____

In-kind Contributions: _____

Other: _____

Application Amount: _____

Expenditures

Transportation: _____

Accommodations: _____

Contracted Services: _____

Food: _____

Administration: _____

Other: _____

Total Revenue: _____

Total Expenditures: _____

Revenues & Expenditures must match.

Please Submit Applications To:

County of Northern Lights

600 – 7th Ave NW, Box 10

Manning, AB T0H 2M0

Fax: 780-836-3663

cao@countyofnorthernlights.com

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the above address.

For Administrative Use Only:

Date Received: _____

Date Reviewed: _____

Funding Approved: No Yes

Amount approved for: \$ _____

Funding Type: Donation or Grant

Council Motion #: _____

Department (for budget purposes): _____

Comments: _____
