



The Corporation of the Town of Fort Smith
Policy and Procedures Manual
Policy CP 202
Donation Policy

1. Statement of Policy

The Town of Fort Smith recognizes that many community events/fundraisers are hosted by non-profit, volunteer community groups, and that a number of these events are in the interest of the municipality. Council recognizes that these groups on occasion may require a municipal donation of money and/or some other form of “in-kind” support to assist with the hosting of event or fundraiser, or for purposes related to the well-being of the community and the growth and/or recognition of individuals in the community.

2. Purpose of Policy

To provide Council and Administration with guidelines/criteria on the subjective allocation of funds and/or in kind contributions of eligible resources to non-profit volunteer community groups hosting an event/fundraiser, and/ or projects that are of interest to the municipality.

3. Definitions

The following terms apply to this Policy:

- a. Community Group/Organization - Each applicant should be, but is not limited to being, a non-profit organization, or a not-for-profit organization registered under the *Societies Act* of the Northwest Territories, or registered under the *Income Tax Act* as a federal charity.
- b. In-Kind Contributions - Municipally owned resources eligible for donation/grants include:
 - Use of a municipally owned facility (rental fee waived/reduced)
 - Municipal staff support (expertise) for an event (wages waived/reduced)
 - Use of municipally owned equipment (rental fee waived/reduced)
 - Use of municipally owned materials (rental fee waived/reduced)

4. Council may provide a donation of money and or an in-kind contribution that in the opinion of council is in the interest of the municipality. This subjective decision will be based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact, and the following criteria:

Criteria

- a. All requests shall be in writing addressed to the Senior Administrative Officer and well in advance of the event to ensure approval is received prior to proceeding with the event.
- b. Each applicant must demonstrate a need for the funds requested, and that the funds requested will not accrue or cause profit to be accrued to the applicant, either directly or by association.
- c. Under normal circumstances, only one request per organization will be considered in a calendar year.
- d. Priority will be given to projects, events and/or activities that promote tourism, recreation, sport, culture, fine arts, and/or heritage. There will be on-going consideration given to providing recognition for the local elementary and secondary schools and Aurora College. Other programs that show benefit to the community may also be considered.
- e. The Town may consider applications for one-time only contributions to assist in the development of new organizations.
- f. The community group/organization shall be based within the geographic boundaries of the Town of Fort Smith
- g. The community group /organization must acknowledge the Town's contribution in all publicity relating to the event.
- h. Donations to the following will be deemed to be ineligible, except under extraordinary circumstances, and would be at the sole discretion of Council:
 - i. Religious organizations
 - ii. Political organizations
 - iii. Commercial organizations

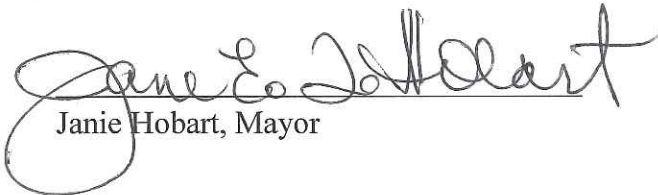
Managerial Guidelines

- a. The Senior Administrative Officer will include, for Council consideration, funding in the annual budget for donation requests.
- b. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
- c. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit such as damage deposits.
- d. The Community Services Committee has delegated authority to approve an "in-kind" donation for a single event up to a maximum value of \$250.00.

- e. The Finance and Audit Committee has delegated authority to approve a cash donation for a single event up to a maximum value of \$250.00.
- f. All cash donation requests or donations in kind in excess of \$250.00 shall be presented to Town Council for consideration.
- g. The Town Council's decisions regarding donations/grants are final.

Accountability

- a. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
- b. Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.
- c. Accountability statements must be completed and be submitted by within 60 days of the event or project completion. The statement shall include:
 - i. a description of the completed event,
 - ii. a financial statement for the event, listing all expenditures and revenues pertaining to the event/project, and the use of the funds granted by the Municipality,
 - iii. the statement is to be signed by a representative of the organization.


Janie Hobart, Mayor


Jim Hood, SAO

Motion Number: 07-11

Date Policy Created: January 18, 2011

Date Policy Reviewed:



Town of Fort Smith

Application to for a Donation

Please note: Applications for donations must be received at Town Office at least 6 weeks in advance to allow for the Town's approval process

Name of Organization: _____

Names, titles, contact information of organization representatives

Name

Name

Title

Title

Contact information

Contact Information

Donation Request: (Please be specific with all information that pertains to the request including amount, dates, use of facility, etc.) _____

Please note: If the request is approved for use of a Town facility, a User Agreement must be signed as part of the approval process.



**Town of Fort Smith
Donation Reporting Form**

Name of Organization: _____

Amount of Donation: _____

Please describe when and how the donation was used and the results attained. Include information about partners, their donations/contributions and the overall budget. (If the donation was monetary, please indicate how it was spent. If there is money unspent, please arrange to return it to the Town.) Submit attachments as necessary.

I concur this information is correct

Organization Representative