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# Town of Mulgrave

## Donations Policy

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### Title:

1. This Policy is entitled the "*Donations Policy*".

### Purpose:

2. This policy has been developed to assist Town Council in administering its annual donations budget as well as providing guidance on the allocation of funds to applicants. The maximum funds available for donations will be determined by Council during the preparation of the annual budget.

### Objectives:

3. To provide Council with a consistent response to requests for donations.
4. To provide clear procedures for staff when responding to requests for donations.

### Definitions:

5. **Donation:** Any direct monetary contribution or provision of Council services, facilities or equipment that is not eligible for assistance under any other Town program.

### Interpretation:

6. Requests for consideration of a donation will be accepted on an ongoing basis and must be in writing addressed to Town Council.
7. To be considered all requests must be received a minimum of twenty eight (28) days before the event to which they apply.
8. Council at its discretion may or may not grant a request for a donation for a single event or a number of events relating to the same cause.

### Criteria:

9. To be considered eligible for a donation an individual, group or organization must:
  - be based in or affiliated with the Town of Mulgrave;
  - be a registered not for profit organization;
  - not be the recipient of any other financial or other type of assistance from the Town;

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- agree to acknowledge Council's contribution in all publicity relating to the events or activity to which the donation applies;
- Council may at its discretion consider requests for amounts greater than the prescribed maximum and/or the distribution of funds outside the Town for events relating to appeals of regional, provincial or national significance

**Other:**


12. An annual amount will be budgeted for the purpose of donations each year as needed.
13. The amount budgeted for donations shall be evaluated on an annual basis prior to the preparation of the annual budget.
14. All former policies with respect to Donations are hereby repealed and this policy substituted therefore.

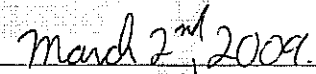
**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [7 Day minimum]: February 16<sup>th</sup>, 2009

Date of Passage of Current Policy: March 2<sup>nd</sup>, 2009

I certify that this *Donations Policy* was adopted by Council as indicated above.

  
Municipal Clerk

  
Date