

**1.0 PURPOSE**

The purpose of this policy is to structure donations/grants of municipally owned resources in limited amounts to non-profit organizations within the Town of Irricana and surrounding community. The Town of Irricana 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 this reason that the Town 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. This enables Council to be more accountable to the community in regard to the spending of public funds and in being transparent about the level of financial support provided to community events and organizations.

All assistance provided to community groups incurs a cost to the Town. This may include costs associated with services such as; facility rentals, equipment rentals, erection of signs, landscaping and grooming of parks, traffic control, removal of waste, cleaning, etc. Assistance with any of these activities can be requested under this Donation Policy.

All requests for a donation must be made through the application process outlined in this policy. Individual Administrative departments are not able to respond to donation requests.

**2.0 POLICY STATEMENT**

Council recognizes that community organizations should be supported in principle and with resources when available. Any funding granted under this Policy is a one time interim measure and is not to be relied on as a continuing source of revenue. Council fully expects community organizations to be self-sustaining and to develop working relationships with other contributing partners.

Council also recognizes that many groups and organizations conduct events and provide programs that benefit the community. Generally, the Town will consider requests for event and programs that:

- promote the welfare of the community;
- promote the health of the people and the community;
- promote the education and training for people within the community;
- promote the economic advancement of the community; or
- promote the cultural, heritage, social, or environmental wellbeing of the community.

The amount and availability of donations will be determined by Council at the annual budget deliberations and shall be accounted for through General Ledger Account #2-11-00-500-00. Any costs associated with a donation will not be waived by Council, but rather redistributed into the appropriate department. (eg. Any donation of Town resources will be charged to the donation budget line, rather than the specific department budget line.)

### **3.0 DEFINITIONS**

1. Non-profit - is an organization that is registered under legislation as a non-profit or charity organization within the province of Alberta.
2. Community - is the Town of Irricana and surrounding areas of the County where Irricana would be the main area of commerce.
3. Organization - is a social entity that has a collective goal.

### **4.0 ELIGIBILITY**

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
2. Applicants, with the exception of local schools, must be non-profit community groups and organizations – individuals are not eligible. Applicants must provide the Town with their registration name and number on each request.
3. There will be on-going consideration given to providing recognition in the form of donations to local elementary and secondary schools.
4. The Town will limit the number of donations made to a particular organization or non-profit in any given year to one.
5. Applicants must demonstrate that any monies raised through events or activities associated with the donation will be used or distributed to benefit the Town of Irricana as indicated on Schedule "A" Application for Donation form.
6. The following requests are excluded from eligibility:
  - Assistance to attend conferences
  - Organizations that have received special rates of Town facilities for a given event, according to Town's Rates and Fees Bylaw, cannot apply for further donations for that event
  - Donations for payment of refundable bonds required to be lodged in association with the hire of facilities or equipment
  - Donations for the payment of insurance(s) associated with the hire of facilities or equipment
7. Contributions will not be made for the following purposes:
  - Discriminatory activities or events or those that would incite hatred towards any group;
  - Activities that are contrary to the policies of the Municipality; or
  - Activities which are deemed to be unlawful.
8. The Town's decisions regarding eligibility are final.

**5.0 PROCEDURAL GUIDELINES**

1. All applications should be completed in full and forwarded to the Town of Irricana as per Schedule "A" Application Donation form.
2. All requests for donations should be directed in writing to the Town of Irricana at least two months before the event so that the request can be considered. Shorter notice will create the risk of rejection due to time constraints.
3. All requests will be assessed on a first come first served basis, 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.
4. If the primary focus for this donation is not within the community, the organization and/or charity shall not be considered for a municipal donation.
5. Donations made by the Town are not to be regarded as a commitment by the municipality to continue such donations in the future.
6. Organizations approved of donations will receive financial funding when a completed "Discharge Declaration" has been submitted.
7. In making donations the Town may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations are final.

**6.0 FINANCIAL ASSISTANCE**

Includes requests for monetary contribution to a maximum of five hundred dollars (\$500), as well as municipally owned assets and resources outlined as follows:

1. Use of a municipally owned facility (rental fee waived/reduced)
2. Municipal staff support (expertise) for an event (wages waived/reduced)
3. Use of municipally owned equipment (rental fee waived/reduced)
4. Use of municipally owned materials (rental fee waived/reduced)

**MAYOR:**\_\_\_\_\_

**MOTION:** 19:13

**CHIEF ADMIN. OFFICER:**\_\_\_\_\_

**DATE:** January 21, 2013

# Schedule "A"

## Application for Donation

DONATIONS POLICY # 2.09

**Address Applications to:**

Town of Irricana  
Donation Application  
PO Box 100  
Irricana T0M 1B0

### 1. Applicant/Organization

Legal Name of Organization:

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Board of Directors/Organizing Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your group based in the Community?

Yes       No

Type of Organization:

ARTS/CULTURE       RECREATION/SPORTS       EVENT       OTHER - SPECIFY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the organization registered as a non-profit organization with the Province of Alberta?

YES       NO

Provide registration date and number

Indicate your organization's fiscal year: From  To

Describe who your organization serves, ie. Who is your organization's audience?

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Describe your organization's membership: Include the number of members and how many members will benefit from this donation.

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## 2. Type of Donation / Reimbursement

Council Grant       One-Time Event       Seed Funds       Unique Need

Financial Assistance – maximum \$500

Reimbursement of Administration fees and charges or venue hire  
(reimbursement will only be made to the original payee) maximum \$500

Have you applied to other organizations for donations? *[This information is not used to limit applicants but to understand the process and due diligence taken by an organization to research funding sources]*

YES       NO

If yes, who and what amount? \_\_\_\_\_

Have you been approved for funding by another organization?

YES       NO

If yes, who and what amount? \_\_\_\_\_

Did your organization receive any donations from the Town of Irricana in the last two (2) years?

YES       NO

If yes, when and what amount? \_\_\_\_\_

How did your organization use the funding noted above? \_\_\_\_\_

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**3.** Briefly describe your project or event, specifically how it meets the policy objectives of promoting the welfare (etc.) of the community :

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How will the donation assist your activities?

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What goals do you wish to achieve? \_\_\_\_\_

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How will this donation benefit the Town and people of Irricana? \_\_\_\_\_

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How will the donation be disbursed by the organization; ie. What costs will you use the donation for? \_\_\_\_\_

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**4.** Briefly describe your organization's fundraising activities for the last year and the current year, including the amounts and sources of funds you raised last year and your fund raising goals for this year:





# Discharge Declaration

DONATIONS POLICY # 2.09

**Return to:**  
Town of Irricana  
Donation Application  
PO Box 100  
Irricana TOM 1B0

## 1. Applicant/Organization

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Declaration: (circle either A or B)

### **A. No reimbursement required.**

I declare that the donation received from the Town of Irricana has been spent according to the stated purpose on application.

### **B. Reimbursement for Council fees & charges**

I declare that the donation received from the Town of Irricana has been spent according to the stated purpose on application. I have attached all receipts and request reimbursement to the agreed donation amount.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF IRRICANA

Please complete the following form specifically summarizing project or event budget.

PLEASE FILL IN ONLY PORTIONS THAT APPLY

PROJECT /EVENT TIMEFRAME	FROM (date):		TO (date):		
<b>PROJECT /EVENT NAME</b>					
<b>EARNED REVENUE</b>	<b>\$ AMOUNT</b>	<b>FUNDRAISING</b>	<b>\$ AMOUNT</b>	<b>EXPENDITURE</b>	<b>\$ AMOUNT</b>
Subscriptions		Donations		Sales	
Admissions		Grants		Production/Exhibition	
Service Fees		Other (Specify)		Office/Administration	
Memberships		<b>TOTAL FUNDRAISING REVENUE (B)</b>		Marketing	
Workshops		<b>REVENUE FROM GOVERNMENTS</b>	<b>\$ AMOUNT</b>	Equipment	
Bar/Food/Concession		Town of Irricana		Transportation	
Endowment/ Bank Interest		Other Municipalities		Supplies	
Other (Specify)		Provincial/Fed. Government		Subsidy	
<b>TOTAL EARNED REVENUE (A)</b>		<b>TOTAL GOVERNMENT REVENUE (C)</b>		<b>TOTAL EXPENDITURES (D)</b>	
<b>BUDGET OVERVIEW</b>		<b>PROJECT/EVENT REVENUE</b>	<b>\$ AMOUNT</b>	<b>PROJECT/</b>	<b>\$ AMOUNT</b>
		<b>TOTAL EARNED REVENUE (A)</b>			
		<b>TOTAL FUNDRAISING REVENUE (B)</b>		<b>TOTAL REVENUE (E)</b>	
		<b>TOTAL GOVERNMENT REVENUE (C)</b>		<b>TOTAL EXPENDITURES (D)</b>	
		<b>TOTAL PROJECT/EVENT REVENUE (E)</b>		<b>SURPLUS</b>	
		<b>(Add A + B + C= E)</b>			
Explanation/Comments					