



CITY POLICY

SECTION: Municipal Government

NO: MU-CO-12

REFERENCE: Council

Date: March 26, 2024

**Next Review Date:
April 2026**

TITLE: Donations

1.0 PURPOSE

The City recognizes the considerable contribution and efforts demonstrated by community volunteers and volunteer organizations to our community.

The City receives numerous requests from community volunteer groups and/or individuals to have their event or program receive a donation. In order for Council to budget and allocate funds fairly and effectively in the municipality, the following policy has been developed.

2.0 EVALUATION CRITERIA

During the evaluation process, the following criteria will be used:

2.1 That the applications generally meet the intent of the policy to:

- (a) Promote the welfare of the community;
- (b) Promote the health of the people and the community;

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2.0 EVALUATION CRITERIA Cont'd

- (c) Promote the education and training for people within the community;
- (d) Promote the economic advancement of the community; or
- (e) Promote the cultural, heritage, social, or environmental well-being of the community.

To assess that the applications meet the eligibility requirements as outlined within this policy, they will be forwarded to CAO for approval.

- 2.2 Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations. Individuals are not eligible. Applications from school teams/clubs are eligible if a teacher, leader or coach sponsors the applications.
- 2.3 Applicants must be located in the City of Dryden. Applicants whose primary focus is not within the municipality shall not be considered for a municipal donation.
- 2.4 The event or activity must service a broad group and significant number of City residents.
- 2.5 The event or activity must take place within the City of Dryden.
- 2.6 The City will not fund the following:
 - (a) Projects or services that duplicate services or activities already provided by the City or other government agencies.
 - (b) Groups or activities of a religious or political nature.
- 2.7 Contributions will not be made for the following purposes:
 - (a) Discriminatory activities or events or those that would incite hatred towards any group;
 - (b) Activities that are contrary to the policies of the municipality; or
 - (c) Activities which are deemed to be unlawful.
- 2.8 Donations made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
- 2.9 The City reserves the right to limit the number of donations made to a particular organization in any given year.

3.0 CASH DONATIONS

- 3.1 The annual budget for cash donation requests will be set by Council annually, and will be administered by the Chief Administrative Officer (CAO).
- 3.2 All requests for donations should be directed in writing (on the prescribed form) to the City of Dryden well in advance of the event to allow ample time for the request to be considered; and, if approved, for the donation to be processed by accounts payable.
- 3.3 Each request must identify a specific defined benefit and outcome.
- 3.4 There will be a maximum amount for cash donations of \$3000.00 for any one event or project.
- 3.5 Events receiving \$3000.00 funding will be required to provide a final project report to the City.
- 3.6 Once a decision is made by the CAO, it is final.
- 3.7 If not approved, the applicant may submit their request again for the following year.
- 3.8 Requests that are for activities that have already happened will not be considered.
- 3.9 All cash donation requests must follow the procedure outlined in this policy.
- 3.10 Cash donations of any amount will not be available once the budgeted annual amount approved by Council for cash donations has been reached.

4.0 NON-CASH DONATIONS

Often requests are made to provide promotional item donations for an event. When possible, the City of Dryden will assist local fundraising and volunteer community groups with such non-cash donations.

- 4.1 The annual budget for promotional items will be set by Council annually/will be determined by the CAO as part of the donations budget, and will be administered by the CAO.
- 4.2 The Office of the Clerk is responsible for the selection of gifts and souvenirs and for monitoring the inventory.
- 4.3 The recipient will give credit and provide recognition to the City for the donation.
- 4.4 For clarity, non-cash donations are not in-kind contributions.

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5.0 IN-KIND CONTRIBUTIONS

- 5.1 The following are considered in-kind contributions, and are subject to this policy:
- (a) Use of a municipally owned facility (rental fee waived/reduced)
 - (b) Municipal staff support (expertise) for an event (wages waived/reduced)
 - (c) Use of municipally owned equipment (rental fee waived/reduced)
 - (d) Use of municipally owned materials (rental fee waived/reduced).
- 5.2 All requests for in-kind contributions should be directed in writing (on the prescribed form) to the City of Dryden well in advance of the event to allow ample time for the request to be considered.
- 5.3 Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
- 5.4 Once a decision is made by the CAO, it is final.
- 5.5 Priority will be given for use of resources by users paying the full rental rate.
- 5.6 For approved in-kind contributions, the booking procedures for the resource must also be followed.

History			
Approval Date:	April 17, 2017	Approved by:	By-law 4472-2017
Amendment Date:	May 21, 2020	Approved by:	CAO
Amendment Date:	April 4, 2022	Approved by:	CAO
Amendment Date:	March 26, 2024	Approved by:	CAO

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CITY OF DRYDEN DONATION REQUEST FORM

Organization Information:

Name:
Address:
Phone:
Email:
<div>Type of Organization:</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Not for Profit</div><div><input type="checkbox"/> Special Interest Group</div><div><input type="checkbox"/> Registered Charity Reg #:</div></div>
<div>Interests served by Organization:</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><input type="checkbox"/> Arts/Culture</div><div><input type="checkbox"/> Recreation/Sports</div><div><input type="checkbox"/> Event</div><div><input type="checkbox"/> Other – Specify</div></div>

Project/Event Overview:

Name:
Date:
<div>Description of Project/Event</div> <div>(Please include full details such as purpose of event, one time/annual/ongoing, other sources of funding/supporters, admission fees, anticipated attendance)</div>

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Who will benefit from the project?
What are the direct tangible benefits to the community?
Any other information you wish to provide in support of this application:

Contact for this Application:

Name:
Phone:
<p>Declaration:</p> <p>I, _____, on behalf of the above named Organization certify that the information submitted is true and we understand the conditions outlined in this policy.</p> <p>Signature _____ Date _____</p>

Office Use Only:

Donation Request	<input type="checkbox"/> Approved	Amount: \$
	<input type="checkbox"/> Denied	
<input type="checkbox"/> Cash	<input type="checkbox"/> Non-cash	<input type="checkbox"/> In-Kind
Monetary value of donation:		
For Non-cash/In-Kind, description of donation:		
Department budget to be credited:		
Journal voucher completed:		

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