



Title: Donation Policy	Internal/External
Department: Corporate Services	Policy Number: CS - 021
Approval Date: March 7, 2006	Implementation Date: March 8, 2006
Revision Approval Date: March 1, 2022	Revised Implementation Date: March 1, 2022

BACKGROUND

The Town encourages citizen involvement in community service groups and organizations that contribute to the general well-being of the citizens of the community. These groups generate economic activity, develop community leadership, and empower citizens to contribute to building strong and caring communities.

OBJECTIVE/PURPOSE

The purpose of this policy is to provide eligibility criteria and evaluation guidelines when making donations to various groups, organizations, and individuals within the Community.

This policy ensures that all donations are made equitably and fairly given the limited amount of funds allocated in the Town's approved annual budget. Donations are made based on the availability of Funding.

POLICY STATEMENT

The Town of Paradise allocates a portion of its annual budget for donations to various groups and organizations. The original Donation Policy was adopted by Council on December 6, 2016, M16-385.

GUIDELINES

1. Annual Donations

Each year the Town invites various community groups and organizations to request an annual one-time donation in support of the annual activities of the organization.

Council allocates a specific amount in the annual budget to be donated under the annual donations.

Groups/Organizations with total membership less than 100 members	\$750
Groups/Organizations with total membership of 100 - 250 members	\$1,000
Groups/Organization with total membership of 250-500 members	\$1,500
Groups/Organizations with total membership over 500 members	\$3,000

1.1 Community Service Groups and Organizations Eligibility

The Town considers annual one-time donation requests from community service groups and organizations within the Town whose purpose is to contribute to the general well-being of the citizens of the community.

These groups and organizations are not-for-profit and provide recreation, multi-cultural, environmental or educational programs to the citizens of community. The group or organization must operate in the Town or provide a significant benefit to the Town.

This program is not extended to national and international registered charities. Donations are considered on the basis of need as outlined on the submitted applications.

2. Supplemental Requests

The Town does not entertain donation requests that are not specifically addressed to the Town of Paradise (example; form letters sent via mass email). All donations should be supported by a written request and should include an explanation as to how the group or organization contributes to the well-being of the citizens of the Town.

Supplemental donation requests are only considered under the following categories.

Groups and Organizations may receive only one donation annually.

2.1 Sponsorships

The Town considers sponsorship requests from organizations and groups conducting conventions, conferences and other special events that support the mandate of the Town.

The event must benefit the community at large or a sector of Paradise residents in general. The maximum donation for each group is up to \$500.

2.2 Travel Assistance

2.2.1 Sporting Event Competition

The Town provides funding assistance for travel to a sporting event or competition to youth who have been chosen to represent the Town of Paradise at amateur sporting events. The maximum donation is \$200 per team. Eligibility requirements include:

- Team members must be residents of Paradise
- The team must have won the right to attend the event.
- Funding is limited to persons 19 years of age and under.
- Travel must be outside the Island portion of the province.
- The event must be recognized by a National or Provincial Sport Governing Body.

2.2.2 Sponsored Symposiums, Conferences and Seminars

The Town provides funding assistance to teams for travel to a symposium, conferences or seminars that is of an educational nature. The maximum donation is \$200 per group/organization. Eligibility requirements include:

- The event must be associated with an educational institution.
- The members of the group must reside in Paradise.
- Travel must be outside the Island portion of the province.

2.2.3 Events Attended by Members of Council

Throughout the year, members of Council may be requested to attend and Or speak at various fundraising functions / events. As such, Council donates in support of the cause being supported by a maximum of \$200.

2.3 Town Facility Rentals for Fundraising Groups

As defined under the Town's Facility Rental Policy, a fundraising non-profit / not for profit or charitable organization may be eligible to be reimbursed for a portion of Town facility rental fees. Those requesting to rent space at a Town Recreational facility must provide event information and submit their request in writing.

3. Authority

3.1 Annual Donation Program

All donation requests received under the annual program are reviewed and evaluated by the Administration and Corporate Services Committee. The Committee makes recommendations for approval to Council.

3.2 Supplemental Requests


All other donation requests must be reviewed and evaluated by the Director of Corporate Services. The Director of Corporate Services may approve requests that are within the specific conditions of this policy. Donations that do not meet the criteria of the policy are not approved.

REVIEW OF POLICY

The Director of Corporate Services shall review this policy as required and submit any necessary changes to the Administration and Corporate Services Committee.

APPROVAL

Chief Administrative Officer: _____

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Date: _____