

Town of High Level

Policy 168-99

Title: DONATIONS & SPONSORSHIP

Authority: Council
Council Motion: 126-99
Date: March 22, 1999
Old Policy: FIN 02-99
Rescinds: All Previous

Purpose of Policy

The Town of High Level will assist non-profit organizations in a manner that benefits the community throughout the fiscal year. Notwithstanding Section 8, donations and sponsorships outside the scope of this policy will be considered by Council in the budget process.

Policy Statement

1. A donation is defined as a cash contribution.
2. A sponsorship is defined as support in kind of a specific event or activity, if that event or activity is open to the public in High Level.
3. To qualify for support, any club, society or organization must demonstrate that:
 - a) its operations are non-profit;
 - b) its aims are to the greater good of the community;
 - c) it is not affiliated with any religious party or lobby group; and
 - d) it is member driven with no connection to professional fundraisers
 - e) the specific budget amount to be approved by Council.
 - f) the organization is from High Level.
4. The Town of High Level may provide goods and services in place of a cash donation.
5. The Town of High Level will not provide alcoholic beverages for any external event or function.
6. Advertising is not an element of this policy.
7. No organization will receive more than \$300.00 value in total contribution per application.
8. Council may consider an alternate amount in exceptional circumstances.
9. The organization must demonstrate a self-contribution in cash or in kind for each application.

Amended November 27, 2006

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The free use or reduced fees for non-profit groups using any Recreation Facility to be valued by the Fee Schedule for that specific facility.

Procedures

1. All applicants requesting a donation from Council must complete a donation application form.
2. Groups receiving assistance are required to provide the Town of High Level with an official receipt.
3. The Town's Donation program will be administered and approved by Administration.
Amended May 23, 2017
4. All donations and sponsorships will be made within budget limitations.
5. The Treasurer shall prepare a monthly summary of donations for inclusion in the Monthly Operating Statements.
6. No single cause or organization will normally be considered for support more than once in a fiscal year.

	DATE	RESOLUTION
Adopted	March 22, 1999	126-99
Amended	November 27, 2006	438-06
Amended	March 28, 2011	114-11
Amended	April 23, 2012	172-12
Amended	May 23, 2017	208-17