Title: **Charitable Donations and Solicitations** **Policy No: 1202** **Approval: Town Council** **Effective Date: February 8, 2006** Supersedes Policy No:	

Policy Statement: To establish guidelines for requests for donations from organizations or individuals who reside within the Town of Hardisty.

1. The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.

2. Donation requests will be evaluated against predetermined criteria and with due regard to the value of the donation request.

3. Preference is given to groups and organizations that are non-profit and can demonstrate community support involvement, and can demonstrate how the funds or in-kind donation from the Town is to be spent with the expected outcome of the event.

4. The following, for the most part, are not eligible for support: individuals, organizations, projects or activities located outside the municipal boundary of Town. Churches or other religious organizations, professional fund-raisers working on behalf of an organization, and generic requests that may have been sent to various organizations – the "to whom it may concern" letter are also not eligible.

5. Requests for donations should be short and submitted in written form and includes the following:
   - An outline of the project or event for which the donation is being requested and the expected outcome,
   - The amount being requested together with a total budget or projected cost of the event.
   - A list of all project contributors.
   - A list of personnel involved with running the organization.
   - Applications should be submitted at least two weeks prior to the event.

6. Definitions:
   - **Donations** are cash or in-kind contributions made to local community groups.
   - **In-kind Donations** are donations that do not involve a direct cash contribution but instead might include providing promotional items or Town services.
   - **Sponsorships** relate to opportunities that will in most cases offer a promotional opportunity for the Town.