

Policy Number: Donation Request & Contribution Policy -#DRC 03-2007

Coverage: Village of Belledune

Council Approval: 07 03 05  
Y M D

Effective Date: 07 03 05  
Y M D

## DONATION REQUEST & CONTRIBUTION POLICY

### Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of various forms of donation contributions by the municipality.

### Definitions:

#### Donations:

Grants or donations are gifts to individuals, non-profit groups or organizations whose majority of members is residents of the municipality of Belledune, for a particular purpose and may be either budgeted or unbudgeted in nature and provide direct benefit to the municipal residents.

- i. Unbudgeted - Is a discretionary un-forecasted financial gift to a maximum of two hundred dollars (\$200), granted upon the recommendation of a Committee of Council, to an individual, organization or group which provides a service or benefit to the municipality of Belledune and can demonstrate a need for financial aid.
- ii. Budgeted - Is a discretionary gift, either financial or of service in kind as allocated by Council annually within the municipality of Belledune's budget, and granted to a group or organization which meet at least two (2) of the following:
  - a) provides direct assistance to or complements a Village program or provides a service that, if not provided by the group or organization, would have to be provided by the Village;
  - b) provides a service or benefit to the community;
  - c) demonstrates a need for financial aid.

## 1.0 Specific Objectives

1.1 The objectives of this policy are to:

- i. ensure that the municipality of Belledune treat all donation requests and contributions fairly and responsibly;
- ii. ensure uniform standards and procedures respecting the provision and administration of donation contributions by the municipality;
- iii. provide Council and administration with guidelines and standards for donation contributions from the municipality.

## 2.0 Responsibilities

2.1 The Council will appoint a Donation Committee comprised of two (2) or more members of Council who will:

- i. review and recommend to Council any amendments or changes required to be made to the Donations & Contributions Policy as considered appropriate as per budget.
- ii. Review, evaluate and make recommendations on all requests for Councils decisions.

2.2 The administrative staff (CAO, Clerk Treasurer and Administrative Assistant) will:

- i. provide for the administration of the procedures outlined in the *Donation Request & Contribution Policy*
- ii. Time/Date Stamp all written request to prioritize them as they are submitted.

## 3.0 Procedures

3.1 All donation requests must be submitted to the Village of Belledune in writing complete with contact person, name, address, telephone number and who donation is payable to.

- i. All donation requests must be submitted in writing on our standardised **Request Form** stating all the associated cost, the purpose, the benefits and the amount requested
- ii. **Request Forms** are available at the municipal office (2330 Main Street, Belledune, N.B. E8G 2X9) or on line at: [www.belledune.com](http://www.belledune.com)
- iii. All donation requests less than two hundred dollars (\$200) should be submitted by the 1<sup>st</sup> day of the month prior to the event or in special circumstances as soon as the event is known about.

- iv. All donations will be dealt with on a “First come – First serve” basis according to the yearly budget. Organizations should submit their requests before the 1<sup>st</sup> of October each year for consideration during Council budget deliberations for the next year.
- v. All donations requests must be in writing and only requests received before the cut off time of regular scheduled meeting will be considered otherwise the request will only be considered at the next regular meeting.

**3.2** The following categories of applications will be evaluated and considered:

- i. Individuals
- ii. Youth groups
- iii. Adult groups
- iv. Registered organizations & committees
- v. Non-registered organizations & committees
- vi. Individuals applying for a donation because they are part of a team will no longer be eligible for individual donations. The Village will however, consider a donation to the Team up to a maximum of two hundred and fifty dollars (\$250), per fiscal year, to help fund their overall operations.

**3.3** Donations approved for the purchase of an item or piece of equipment will be dealt with in the following manner:

- i. The administration will authorize the purchase of the approved item and notify the recipients to arrange pick up.
- ii. The administration will issue a cheque upon the receipt of a paid invoice, in the amount not exceeding the approved amount.

**3.4** Upon receipt and approval of donation request the administrative staff will follow the following procedures of the *Donation Request & Contribution Policy*:

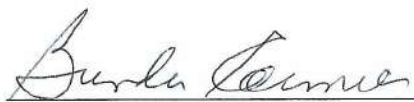
- i. At a Regular Meeting administrative staff shall:
  - a) prepare and submit to Council a list of all donation requests for that term.
  - b) have available at that meeting all time/dated, associated original submission request letters and forms
- ii. Following a decision of Council, proceed with carrying out the directive of Council as soon as possible
- iii. Keep a detail-computerised record (spreadsheet) of all donations made for the fiscal year and submit to Council on a regular basis.

**3.5** When a request for "In Kind" use of any facility owned by the Village of Belledune is received and approved by Council for use at no charge the following may apply:

- i. The approval may be granted conditional on:
  - a) the individual, organization or group making a contribution to a local charity or organization in an amount to be determined by that individual, organization or group.
- ii. If conditional approval applies, administration will contact the individual, organization or group and request:
  - a) that the recipient and amount of the contribution being made be issued, in writing, to the municipality of Belledune

**3.6** Consideration may be given for a donation, up to a maximum of two hundred fifty dollars (\$250) to a legitimate recognized organization (i.e. Lions Club, Legion) or community member, etc. doing special fundraising, in efforts to assist a resident of the municipality in need due to hardship.

Adopted this 5<sup>th</sup> day of March, 2007

  
\_\_\_\_\_  
Brenda Cormier, Clerk/Treasurer

  
\_\_\_\_\_  
Nick Duivenvoorden, Mayor

# Village of Belledune

## DONATION REQUEST FORM

Organization or Team Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**\*Name Cheque is to be made payable to:** \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Signature \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Appropriate Fiscal Year (1 Jan to 31 Dec) \_\_\_\_\_  
Amount of Funds/Donations Required: \_\_\_\_\_ \$ \_\_\_\_\_

**\*The following must accompany Request Form:**

**Written documentation - List of Expenditure, List of Revenues, Purpose and Benefits of event, function, etc. and any other information you feel is relevant to the request.**

1. Approximate Cost Involved \$ \_\_\_\_\_

2. Dollars raised by your organization through other fund raisers \$ \_\_\_\_\_

(Note: raffles, bake sale, donations)

Funds Required (#1 - #2) \$ \_\_\_\_\_

Does your organization have any funds? Yes \_\_\_\_\_ No \_\_\_\_\_

(Please check one)

If yes, explain why additional funds are required and how they will be spent.

Donations approved for the purchase of equipment will require a copy of proof of purchase.