



Lethbridge County Policy Handbook

EFFECTIVE: August 1, 2013

SECTION: 100 NO. 161 Page 1 of 7

APPROVED BY: County Council

SUBJECT: Donations to Community
Organizations, Programs,
Events & Activities

REVISED DATE: November 24, 2014

Purpose

- To establish consistent guidelines for Council to donate financial resources or provide in-kind support to community programs, organizations, events & activities.
- To provide the authority to the Chief Administrative Officer (CAO) regarding requests for donations up to a value of \$200.
- To provide clear procedures for Administration and Council to provide and respond to requests for donations.

Policy Statement

Lethbridge County appreciates the positive contributions that community organizations make to the quality of life in the County, and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events and activities.

Policy Guidelines and Procedures

1. Eligibility

- a. Consideration of providing support of community programs, organizations, events and activities through donations shall be limited to those that demonstrate any of the following:
 - (i) a need for financial support or specific in-kind from the County;
 - (ii) are held for the enjoyment and benefit of the general public;
 - (iii) are hosted on a yearly basis or recognize significant milestones events; and/or
 - (iv) take place within the County boundaries.
- b. The following are not eligible for support under this policy
 - (i) private functions;
 - (ii) capital facilities and equipment including requests for gravel donations;



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- (iii) youth and adult sports teams and associated programs/events, activities and school reunions; and
 - (iv) programs, organizations, events and activities that receive support from the County through other programs or policies.
 - (v) major County and inter-County events (eg. Lethbridge International Air Show).
- c. Requests for financial assistance for capital items should be made through the Land Trust Reserve Fund Grant Program. Applicants who receive funding through the Land Trust Reserve Fund Grant Program are not eligible to also receive support under this Policy in the same calendar year.

2. Donations

- a. Donations may be cash or in-kind contributions
- b. In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items or County services or other materials or supplies.

3. Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
 - (i) evidence for the need;
 - (ii) number of local residents served;
 - (iii) quality of management (established track record, proposal well thought out, etc.);
 - (iv) number of local volunteers;



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- (v) mitigation of barriers to services for people with mental and physical disabilities and minority groups;
- (vi) level of involvement with other community partners;
- (vii) agreement to acknowledge the County's contribution in all publicity related events or activities relating to the event.

4. Funding Allotment & Allocation

- a. The County shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the County is able to donate, based on the following:
 - (i) \$0.50 per capita based on the current year's official population of Lethbridge County. Applicants are able to request a maximum amount of \$500 or up to \$1,000 for in-kind donations. No gravel will be granted. The funds will be provided from the Donations Reserve. Any donations exceeding the policy limits will be allocated from Councillor's Discretionary Reserve funds.

5. Grant Applications

- a. Applications must be completed in full and contain the following:
 - (i) name, address and contact information for the organization;
 - (ii) the amount of financial support being requested;
 - (iii) a description of the program, event or activity and associated dates and timelines;
 - (iv) a budget identifying the proposed revenue and expenditure pertinent to the request;
 - (v) an explanation of how the County's support will be recognized during the program, event or activity.



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- (vi) completed application forms must be submitted to the County. If the application is not properly filled-out, the grant application will not be considered.
 - (vii) must be received at least 30 days before the date of the need for support.
- b. County Council shall be the deciding authority on all applications, except for donation requests of \$200 or less, which the CAO will have the authority to approve.

6. Accountability of Funds

- a. Applicants will be notified in writing once a final decision on their application has been made.
- b. Applicants who are provided with support pursuant to this policy shall be accountable for the expenditures of funds provided.
- c. The entire amount of financial support provided must be used exclusively for the program, organization, event or activity identified in the application.
- d. The community programs, activities and events must be conducted within six months of the date the donation is approved.
- e. If the community programs, activities or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If an extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the County.
- f. The County's support must be recognized during the program, event or activity in the manner described in the application.



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- g. Organizations, programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

7. Door Prizes

- a. If the request is for a door prize, silent auction item or other similar promotional item, a written request is required. Funds for door prizes, silent auctions items or promotional items of a value of a \$200 or less shall be decided upon by the CAO.



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--- DONATION REQUEST APPLICATION ---

Community Organization: _____

Name: _____

Address: _____

Phone Number/Cell Number: _____

Board of Directors (Names & Positions): _____

Amount of Funding Requested or Description of In-Kind Donation Requested:

\$ _____

Description of Request including Timelines:

Other sources of funding: _____

Total cost of program, event or activity: \$ _____

Total Budget:



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Description of how Lethbridge County's contribution may be recognized:

Other supporting information (Please attach separate sheet if necessary):

Name (please print)

Signature on behalf of Community Organization

Date

Phone Number: _____

Email: _____

Address: _____

***** Donations made by Lethbridge County are not to be regarded as a
commitment by the County to continue such donations in the future.**

Important Note: The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email at atippcoordinator@lethcounty.ca or call 403-328-5525.