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| Policy: COMMUNITY DONATIONS | |
| Authorized by: COUNCIL | Policy Source: FINANCE |
| Effective Date: JULY 13TH, 2015 | Page: 1 OF 1 |

Policy Purpose

Cardston County will continue to be a contributing member of its communities by providing donations to events, initiatives, and programs ran by community groups and non-profit organizations.

To ensure a consistent process for receiving applications and clear guidelines for granting donations, the County will use the following system:

1. A maximum amount for community donations will be reserved in the County's budget each year.
2. Applicants will be required to fill out a community donation application and submit it to the County.
3. Received applications will be reviewed and donations will be allocated by Council on an ongoing basis.
4. A single application will not receive a donation of more than 10% of the total budgeted community donation allotment.
5. The County will consider either a cash donation or an in-kind donation depending on the nature of the project and the amount of funds that are available for donation.

Requests by other municipalities are not subject to this policy and will be dealt with by Council on a case-by-case basis as needed.

Community Donation Guidelines

To be eligible for a community donation from the County, applicants must be a non-profit organization or a community group running an event, initiative, or program that can be accessed by the public. Applications for partisan, political, or private purposes will not be considered.

To ensure that clear guidelines and a consistent approach to evaluating applications is in place, the County will take the following into account when allocating community donations:

1. Preference will be given to applicants that can demonstrate strong community involvement and strong benefits to the community at-large.
2. Preference will be given to applicants that can demonstrate a strong need for the specific donation request.
3. Preference will be given to applicants holding community events, activities, initiatives, or programming over requests for donations to capital projects.
4. Preference will be given to applicants who have not received previous donations from the County.
5. Applications from individuals may be considered depending on the nature of the donation request.