SUMMER VILLAGE OF SEBA BEACH

Title:	**Donation Policy**
Policy No:	**2024-01**
Approval:	**Village Council**
Effective Date:	**January 16, 2024**
Supersedes Policy No:	None

Purpose: To guide the prudent and appropriate management of donation requests from individuals and groups.

1. Definitions

1.1 Donations mean cash or in-kind contributions made to local community groups.

1.2 In-kind Donation means donations that do not involve a direct cash contribution but instead might include providing promotional items or Summer Village services.

1.3 Sponsorships mean opportunities that will in most cases offer a promotional opportunity for the Summer Village.

1.4 Summer Village means the Summer Village of Seba Beach.

2. Policy

2.1 The Summer Village will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.

2.2 The Chief Administrative Officer will include, for Council consideration, a budget line in the annual budget for donation requests approved by Council.

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

2.4 Preference will be given to groups and organizations that are based within the geographic boundaries of the Summer Village or at the very least will provide a benefit to or service to the Summer Village of Seba Beach residents.

2.5 Preference is given to groups and organizations that are:
- a. non-profit; and
- b. can demonstrate community support involvement; and
- c. can demonstrate how the funds or the in-kind donation from the Summer Village is to be spent; and
- d. can demonstrate the positive expected outcome of the event.

3. Implementation

3.1 Requests for donations should be short and submitted in written form and includes the following:
- a. an outline of the project or event for which the donation is being requested and the expected outcome; and

b. the amount being requested together with a total budget or projected cost of the event; and
c. a list of all project contributors; and
d. a list of personnel involved with running the organization; and
e. applications should be submitted at least 45 days prior to the event; and
f. once the event or project is complete, organizations shall submit a written report to Council stating how the funds were used to ensure success of the event or project.

3.2 Requests will be evaluated on an annual basis and are subject to the Summer Village's allocated budget for donations.

3.3 For the most part, individuals, organizations, projects, or activities located outside the municipal boundary of the Summer Village are not eligible for support. 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 are also ineligible.