



TOWN OF THREE HILLS

POLICY # 600

COMMUNITY DONATIONS & FINANCIAL ASSISTANCE POLICY

Adopted by Council on: July 13, 2020

Resolution No: 355-2020

1. PURPOSE

- 1.1. The Town of Three Hills recognizes the many benefits that various groups, organizations, volunteers, and events within the Town provided by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget.
- 1.2. The purpose of this policy is:
 - 1.2.1. To establish the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in Town.
 - 1.2.2. To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
 - 1.2.3. To secure an open and transparent decision-making process for requests for donations.
 - 1.2.4. To provide clear procedures and authority for the CAO and staff when responding to requests for donations.
 - 1.2.5. To align with the Town of Three Hills Strategic Goals and Priorities.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the implementation and evaluation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

3. APPLICABILITY

- 3.1. This policy applies to all donation(s) and funding requests received by the Town, with the exception of those applying for Municipal Grants to Community Groups.
- 3.2. Municipal Grants to Community Groups applications for funding shall be governed in

accordance with the Town's Municipal Grants to Community Groups Policy, as amended.

4. DEFINITIONS

- 4.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral or other gender whenever context requires.
- 4.2. In this policy, unless the context otherwise requires:
 - 4.2.1. "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
 - 4.2.2. "Council" shall mean the body of elected officials who govern the Town.
 - 4.2.3. "Donation" shall be any cash or in-kind contribution from the Town requested by the applicant.
 - 4.2.4. "In-kind Donation" shall mean donations that do not involve a direct cash contribution but may include providing promotional items or Town services in an amount not to exceed \$200.00, although Council may consider an alternate amount in exceptional circumstances. Examples include, but are not limited to:
 - i. Use of facility (rental fee reduced/waived);
 - ii. Staff support - expertise for an event (wages reduced/waived);
 - iii. Use of Town-owned equipment (rental fee reduced/waived); and/or
 - iv. Use of Town-owned materials (fee reduced/waived).
 - 4.2.5. "Sponsorships" are support, in kind, of a specific event or activity open to the public in the Town of Three Hills and that will, in most cases, offer a promotional opportunity for the Town.
 - 4.2.6. "Town" shall mean the Town of Three Hills.
 - 4.2.7. "Youth" shall mean, for the purpose of this Policy, students aged 18 and under attending a school within Town boundaries.

5. POLICY

5.1. Requests for Donation from General Public

5.1.1. Eligibility

- i. Consideration of requests for donations or financial assistance may be extended to community groups, organizations, events and activities that demonstrate any of the following:
 - a. A need for financial support or specific in-kind contribution from the Town;
 - b. Are held for the enjoyment and benefit of the general public;

- c. Are a not-for-profit organization serving residents of the Town;
 - d. Are hosted on an annual basis or recognize significant milestone events; and/or
 - e. Take place within Town boundaries.
- ii. The following, for the most part, are not eligible for support under this policy:
- a. private functions;
 - b. registered political party, registered constituency association or registered political candidate;
 - c. programs, organizations, events and activities that are raising funds on behalf of another group who would not otherwise be eligible;
 - d. programs, organizations, events and activities which are deemed to be unlawful, or would incite hatred towards any group;
 - e. programs, organizations, events and activities located outside the municipal boundary of the Town;
 - f. generic requests that may have been sent to various organizations. "To Whom It May Concern" letters/requests will not be considered.

5.1.2. Requesting Donations

- i. Requests for consideration of a donation or alike will be accepted on an ongoing basis and must be made in writing to the CAO.
- ii. Requests are considered on a first come, first served basis as long as funds remain within the budget year.
- iii. Preference will be given to non-profit groups and organizations that can demonstrate community support, involvement and can demonstrate how the funds or in-kind donations from the Town are to be spent with the expected outcome of the event.

5.1.3. Evaluation of Request

- i. All requests will be assessed based on:
 - a. the availability of the requested resource;
 - b. potential financial impact to the Town of Three Hills;
 - c. contribution to the well-being of members of the community;
 - d. recognition of a worthwhile program/cause; and
 - e. overall community impact.

- ii. Council shall be the deciding authority on all requests except for donation requests of \$500.00 or less, which the CAO will have the authority to approve.
- iii. 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 auction items or promotional items of a value of \$200.00 or less shall be decided upon by the CAO.
- iv. In making donation requests, the Town may impose such conditions and/or restrictions as it deems fit.
- v. A written response for each request will be provided upon review.

5.2. Requests for Financial Assistance from Youth Groups

5.2.1. The Town wishes to recognize significant youth achievements in sports, recreation, cultural events or performing arts by providing financial support to participate in provincial, national, and/or international competitions and events.

5.2.2. Eligibility

- i. The Town will provide financial assistance to help cover costs incurred by Three Hills Area youth (to a maximum age of 18) whose team or group represents Three Hills in provincial, national, and/or international competitions and events.
- ii. Individual awards will be considered for students enrolled in school located within the Town boundaries.

5.2.3. Levels of Support

- i. A maximum of \$50.00 per eligible youth, to a maximum of \$500.00 per youth group/team will be available per calendar year for financial support towards travel and accommodation expenses for competitions and events within Alberta.
- ii. Expenses related to training and registration fees for competitions will not be considered.

5.2.4. Requesting Financial Assistance for Youth Groups

- i. Requests for consideration of financial assistance for youth travel and accommodation expenses will be accepted on an ongoing basis and must be made in writing to the CAO.

- ii. Requests are considered on a first come, first served basis, as long as funds remain within the budget year.
- iii. Applications are to be submitted a minimum of twenty-eight (28) days before the event to which they apply.
- iv. Applications may be considered outside the twenty- eight (28) days' time period only under exceptional circumstances.
- v. Requests shall include the following:
 - a. Outline of the event for which the financial assistance is being requested and the date;
 - b. The names of each youth (under the age of 18) attending the event all with confirmation of their residency within the Town of Three Hills; and
 - c. The amount being requested together with a total budget or projected cost.

5.2.5. Evaluation of Request

- i. Council shall be the deciding authority on all requests for financial assistance to youth groups except for requests of \$500.00 or less, which the CAO will have the authority to approve.
- ii. A written response for each request will be provided upon review.

5.3. General

- i. Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.
- ii. Funding will only be provided if sufficient budgeted funds remains in the financial year under consideration.
- iii. Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council may consider each case on its merit and any assistance provided will be without precedent.

6. PRIOR POLICY

- 6.1. This policy shall supersede and replace all prior policies, oral or written, regarding community donations and financial assistance within the Town of Three Hills.
- 6.2. This policy hereby repeals Policy F001 – Financial Assistance to Juvenile Athletic Teams and Cultural Groups for Travel Costs.

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