POLICY: COMMUNITY DONATIONS	
AUTHORIZED BY: COUNCIL	**POLICY SOURCE: FINANCE**
EFFECTIVE DATE: DECEMBER 10, 2018	**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. Two application intake periods will occur each year, the first being between January 1st and February 1st, and the second being between July 1st and August 1st.
3. Administration will begin advertising the first community donation application intake period by January 1st and July 1st for the second intake period. Advertisement will include, but not be limited to, newspaper and other printed media, County website and Facebook.
4. Applicants will be required to fill out a community donation application and submit it to Administration by February 1st for the first intake period, and August 1st for the second intake period. Applications received after the aforementioned dates will be accepted at the discretion of Council.
5. Applications will be reviewed by Administration and forwarded to Council with recommendations.
6. After applications are reviewed by Administration, Council will review the applications in a committee.
7. Council is not required to allocate funds equally between the two intake periods.
8. A single application will not receive a donation of more than 10% of the total budgeted community donation allotment.
9. 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 communityat-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.

Revision History

| Approved | July 13, 2015 |
| Revised | December 10, 2018 |

CARDSTON COUNTY
COMMUNITY DONATION APPLICATION

Community Organization Information

Community Organization: _____

Address: _____

Contact Name: _____

Contact Phone/Cell Number: _____

Event, Initiative or Activity Information

Total Cost: _____

Amount of Funding Requested: _____

Other Sources of Funding: _____

Please provide a general description of the event, initiative or activity's objectives:

_____

_____

_____

_____

_____

_____

How will this event, initiative or activity benefit the community at-large?

_____

_____

_____

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_____

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_____

Please demonstrate the need for a community donation from Cardston County:

_____

_____

_____

_____

_____

_____

Have you reviewed and understand Cardston County's Community Donation Policy?

□ Yes □ No

Has your community organization received a donation from Cardston County before?

□ Yes □ No

   If yes, in what year and for what purpose was the donation made?

   _____

   _____

   _____

Applicant Information

Name: _____

Phone/Cell Number: _____

Date: _____

Signature: _____

FOR OFFICE USE ONLY:

Was a donation made?

□ Yes □ No

Donation Amount: _____