



TOWN OF FORTUNE

Donation Policy

Official Approval Date:	June 19, 2024
Effective Date:	May 15, 2024 Following Standing Committee Meeting/Approval

Purpose:

The purpose of this policy is to structure donations/grants of municipally owned resources to the purpose of the well-being of the community and growth and/or recognition of individuals in the community.

The Town of Fortune is committed to treating all requests for donations, grants and sponsorships in a consistent, fair and equitable manner subject to local needs, priorities and Council's approved budget.

Responsibilities:

Council is responsible for approving this policy and any amendments and approving donations and sponsorships as per this policy.

Definitions:

Donation in-kind: A donation that does not involve a monetary contribution but instead might include providing a promotional item, a Town service/resource, waiver of user/rental fees or other item

*Town resources eligible for a donation in-kind include:

- > use of a municipally-owned facility (rental fee waived/reduced)
- > use of municipal staff (wages waived/reduced)

Grant- a transfer payment made to an organization from which the Town will not received any goods or services directly in return

Event- a placed public or social occasion

Program- a system of services, opportunities or projects, usually designed to meet a social need

Service- a contribution to the welfare of others

Sponsorship - an opportunity that will, in most cases, offer a promotional opportunity for the Town. Where town sponsorship has been approved, groups or organizations must recognize the Town of Fortune by using the Town logo on all advertising and printing.

Application Process:

Applications for donations should be received at least one month prior to the event to be considered. Where it is not possible to submit an application a month prior to the event, the application should be submitted at the applicant's earliest convenience.

In determining the amount of support, the Town of Fortune will consider:

- > Fundraising efforts made by the applicant
- > Total budgeted cost for the event or activity
- > The applicant's contribution to the event by way of volunteer activities, in-kind and financial contributions;
- > The benefit to the community overall, and the significance of the event or activity;
- > The marketing value and opportunity offered the Town in exchange for its support

Approved by: <i>Jeanne Dickma</i>	Date Signed: <i>June 28, 2024</i>
Approved by: <i>Jacob Samel</i>	Date Signed: <i>June 28, 2024</i>

**Town of Fortune
"Appendix A"**



Donation Request Application Form

*Applications for events must be submitted at least one month prior.

Date: _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Phone Number: _____ Email Address: _____

Type of Donation Requested:

MONETARY (Cash Donation)

Amount Requested: _____
Please describe what the funding will be used for:

FACILITIES

Please describe what the facilities will be used for, including dates:
--

PROMOTIONAL ITEMS

Items Requested:
Amount:
Age of Participants:

FOR OFFICE USE ONLY

Donation Approved Approved by: Resolution Number:

**Town of Fortune
"Appendix B"**

	<p>List of Donations</p>
---	---------------------------------

John Burke High School Scholarship	\$500.00
John Burke High School Pancake Breakfast	\$200.00
Lake Academy Kids Eat Smart	\$200.00
Fortune Lions Santa Claus Parade	\$50.00
Minor Hockey Easter Tournament Booklet	\$100.00
Cutting Edge Figure Skating Club	\$100.00
Blue Crest Nursing Home BBQ	\$650.00 (or suggested amount in sponsorship request)
Make-A-Wish Foundation	\$50.00 (or up to \$100 for local candidate)
Nationally-affiliated organizations	\$50.00-\$150.00 (consideration on individual basis & balance in account)
Regionally-affiliated organizations	\$500.00 (maximum ex. SPCA, GB Regional Theatre; – pending balance)
Local organizations (upon request)	\$100.00 (maximum – pending balance in account)

Sports Travel \$100.00
(One-time donation; must be active in community Rec. complexes – Arena, Swimming Pool, Soccer, etc.)

Educational Travel \$100.00
(One-time donation; must be attending Lake Academy or John Burke High School)

Staff Retirement:

Up to 5 years of Service	\$ 50.00
Up to 10 years of Service	\$100.00
Up to 15 years of Service	\$150.00
Up to 20 years of Service	\$200.00
Up to 25+ years of Service	\$250.00

Staff or Councillor Sickness/HOSPITALIZED (spouse/partner, child) \$30.00
(Consideration of those requiring travel outside of Province at Council's discretion may increase in donated amount)

Staff or Councillor's Birth of Child \$50.00

Death of Current Councillor or Staff \$100.00

Death of Staff or Councillor's Family Member (i.e. parent, spouse or child) \$50.00

Death of Distinguished Community Citizen \$50.00 (to the family or in-memoriam to charity of choice)

Death of Community Councillor/Staff Colleague \$50.00