



POLICY & PROCEDURE MANUAL

SECTION	Finance	POLICY NUMBER	
SUB-SECTION		EFFECTIVE DATE	
		REVISION DATE	
SUBJECT	Town Donation and Fee Waiver Policy		
APPROVAL			

Background:

The Town of Grand Valley recognizes the significant contribution and efforts of our local community volunteers and volunteer organizations to our community.

Considerable financial investment by the Town of Grand Valley is already evident through the subsidy priorities of parks, recreation and cultural services and facility rental rates. It is believed the Council established facilities and services rental rates are well principled and affordable, plus represent a very legitimate program, event or project expense in relation to other program, event or project expenditures.

The Town of Grand Valley receives numerous requests from volunteer community groups and/or individuals to have their event or program receive a donation from Grand Valley. For Council to budget and allocate funds fairly and effectively in the municipality, the following policy has been developed.

Purpose:

- To clarify the process that community groups/individuals can use to request donations or fees to be waived/reduced from Grand Valley Council. (With the exception for the Grand Valley & District Community Centre)
- To provide Council and staff with clear direction in consideration of, and responding to, requests for donations or fees to be waived/reduced.
- To establish an annual process for all donation requests.
- To establish awareness of available funding for important community events and services.
- To enhance Council and public appreciation and understanding of community groups operating within Grand Valley.



Policy:

All requests for donations and fee waiver must be submitted to the Town of Grand Valley no later than **XXX** to be considered for following calendar year.

Application forms must be submitted by the stated deadline. Late submissions will not be considered unless exceptional circumstances are demonstrated to the satisfaction of Council. It is the responsibility of the applicant to ensure requests are submitted on time.

Applications for donations, fee reduction or waiver for the calendar year of 2026 will be accepted up to **XXX**

Cash Donations:

- No single community group will be eligible to receive more than **\$XXX** annually as a donation from Grand Valley.
- All cash donation requests made to Grand Valley will be reviewed by Council and a decision will be made through a motion of Council following the procedural by-laws of Grand Valley Council. The donations will be shown as a Council Donation Expense in the Grand Valley budget the following year.
- Council cannot approve every donation they receive and once a decision is made it is final and there is no appeal process. Unsuccessful applications may be resubmitted again the following year.
- Once funds for the year are allocated, no further applications will be considered.

Non-Cash Donations:

When possible, the Town of Grand Valley will assist in providing items such as town merchandise, staff time, or equipment. Providing non-cash donations will follow these guidelines:

- Donations will not add additional expense to the Grand Valley budget
- For items with a value under \$250 the CAO will have authority to approve the donation
- The recipient will give credit and provide recognition to the Town of Grand Valley.

Town Facility Rental:

Eligible groups and activities may be entitled to a 100% Fee Waiver, or part thereof, based on the merit of the activity, and the extent it serves the greater community. Because granting free facility use could reduce the number of hours available to other

facility renters, the Municipality reserves the right to limit the number of waivers provided each year.

*The Fee Waiver Policy for the Community Centre is Separate from this Policy

Council reserves the right and authority to:

- Approve partial funding of donation requests
- Approve donations over the \$XXX maximum if doing so would benefit the Town of Grand Valley.

Eligibility

Eligible groups include Grand Valley-based Service Clubs, Not-for-profit community and/or neighbourhood groups and organizations that work to support the community in the Town of Grand Valley.

To be considered an eligible donation, applicants must demonstrate:

- The need for the donation and the indented use.
- Show how the program, project or resource supports the Town's goals.
- Confirm that the program, project or resource will be available to the public.
- How the proceeds from the event will enhance community enjoyment and involvement, or health and wellness.
- That there are no direct or indirect financial gains to the organizers or their organization.
- That there is no entry fee or indirect cost to the public.
- That 100% of the net proceeds from their event will be used within the Town of Grand Valley for a specific project for community betterment.

Non-Eligibility

Non-eligible groups and activities include, but are not limited to, the following:

- Groups or projects, activities or events that stand to make a profit solely for their organization or are commercial in nature
- Sequential (daily, weekly, etc.) seminars, courses, clinics, programs, etc.
- Groups of a political nature
- School activities already supported through school tax levy
- Entertainment or social functions with no direct tangible benefit to the community at large
- Discriminatory activities or events that would incite hatred towards any group
- Activities or events that are unlawful
- Activities or events that are contrary to the policies of the Town
- Any other reason deemed unsuitable by the Town at its sole discretion

Procedure

1. All interested groups must complete a Donation Request Application Form, outlining the purpose of the donation and related organizational information.
2. The Application Form must be submitted to the Clerk's office by the **XXX** deadline to be considered for the following calendar year.
3. Applicants will be notified by the Clerk's office about Council's decision within one (1) week from the date of the decision.
4. Council may impose any terms or conditions on the applicant deemed necessary.
5. The group or organization remains responsible for any/all terms and conditions in the facilities rental agreement, regardless of the approval or denial of the application.
6. Successful applicants are required to provide Council with a report demonstrating how the donation was utilized and the benefits it provided within three months of the event occurring
7. Successful applicants must agree to recognize the Town's contribution to their project, activity or event in all related public information, including printed materials, social media and newspaper.
8. Successful cash donations will be distributed no earlier than one month of the event date

Evaluation and Reporting

Staff will report to Council on an annual basis, as part of the Operating Budget Process, with a detailed account of the total number of cash, non-cash and fee waivers approved, and related lost revenue and expenses incurred in that year.

The Policy will be reviewed from time to time, as deemed necessary.

The original application and a copy of the resolution to approve/deny the request shall be retained by the Clerk's office in a Donations and Fee Waiver file and retained in accordance with Town By-law.

Copies of the application and resolution will be given to the applicant.

A copy of the application will be kept with the original resolution of Council.



Donation Request and Fee Waiver Application

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Date of Event: _____

Donation Request:

- Cash
- Non-cash
- Fee waiver/reduction

State the amount, item, or facility requested (\$**, equipment, ball diamond, etc)

Describe the project or event (goals, date, itinerary, expected attendance, etc):

Describe the Community Project for which the event is being held, or who will benefit from the activity, event, or project and how they will benefit:

How often will this event be held (circle one)? Annually A one-time function

Other: _____



Will there be other fundraising, and for what purpose will funds be raised?

Is your organization prepared to share its current financial statement if requested?

- Yes
- No

Is the request for a partial or full waiver (if applicable)?

- Partial
- Full

Has the organization contacted other local community groups to form a partnership for this project? If so, please provide details:

Is there any additional information you would like for us to consider when reviewing the application? You may attach additional documents if you wish.

Signature of Representative: _____ Date: _____

Office Use Only

Date Received: _____
Facility available for request: Yes No
Date of Council Review: _____
Or Not sent to Council - reason _____
Approved? No
Yes - Date of Approval: _____ Resolution#: _____