



Policy F19-1999-05

Donation Policy

Department:	Finance and Accounting	Policy Number:	F19-1999-05
Section:		Effective Date:	January 1, 1999
Subject:	Donations	Revised Date:	
Authority:	Applies to Council		

It is the policy of the Municipality of Brockton that:

1. Notwithstanding the policy statements and guidelines contained in this package, final approval of all applications shall be at the total discretion of the Council of the Municipality of Brockton
2. Funds shall be drawn from the General Government account.
3. The total funds available for use as donations will be determined by Council each year when the municipal budget is approved, providing that:
 - a) Total funds donated in any year shall not exceed the amount approved by Council; and
 - b) Unused funds from one year may not be carried forward for use in a subsequent year(s).
4. To be eligible to receive donated funds, the requesting organization must:
 - a) Forward its request in writing at least 14 calendar days in advance of the date the funds are required;
 - b) Be a registered, non-profit charitable organization or volunteer organization located within the municipality;
 - c) Provide its registration number;
 - d) Specify the purpose for which the funds will be used;
 - e) Identify the direct benefit(s) to the citizens of Brockton, and
 - f) Provide a copy of its most recent audited financial statement;
 - g) To be eligible, the group must not canvass door-to-door in the municipality in the calendar year they are applying to receive a grant

-
5. Each eligible request for donations may receive an amount as determined by application of these weighting factors:
 - a) **Factor Four** – the requesting organization's head office is located in Brockton, and the funds will be used entirely to benefit the citizens of Brockton;
 - b) **Factor Three** – the requesting organization's head office or chapter office is located in and the funds will be used primarily to benefit the citizens of Brockton and its adjoining municipalities;
 - c) **Factor Two** – the requesting organization's head office or chapter is located outside Brockton but in Bruce County, and the funds will be used to benefit the citizens of Brockton and other municipalities in the County; and
 - d) **Factor One** – the requesting organization's head office or chapter is located outside Bruce County, and some of the funds will be used to benefit the citizens of Brockton.
 6. The weight to be assigned to each of the factors will be determined by the Municipal Treasurer at the conclusion of each fiscal year for application in the next fiscal year.
 7. Each request for a donation will be sent to the Treasurer for evaluation as in #6 above and a recommendation to Council.
 8. The Treasurer may require a representative of the requesting organization to provide additional information before making a recommendation to Council.
 9. Each organization will be given a written reply which specifies Council's decision on its request for donated funds.