

## DONATIONS BY THE TOWNSHIP POLICY

### POLICY:

The Township's primary mandate is to provide municipal services to its taxpayers; it should not be viewed as a philanthropic organization. However, in order to enhance the life and social well-being of the Delaware Township community, funds will be included in the Township's annual budget to be allocated to support projects and activities of that nature. Donations must have a direct tangible benefit to the Delaware Township community. This policy applies to requests for all donations and requests for funding from organizations from within the Township as well as outside the Township.

### PROCEDURES:

1. The Township Donation Application must be filled out and submitted to receive consideration for funding. Applicants must submit financial statements (minimum of income statement and cash position) as at the end of the applicant's last financial year, as well as a budget for the applicant's following fiscal year as well as three (3) years of tax returns. Applicants are welcome to submit additional documentation that will assist in describing the project or activity.
2. The Township will accept and review applications once per calendar year for the financial period of January to December which is the Township's fiscal year. The application deadline shall be December 1<sup>st</sup> of every year.
3. All applications received by the application deadline will be evaluated by staff for completeness. Complete applications will be forwarded to the Township Administrator for evaluation against the Township's policy, donation criteria and budget. Approval or rejection and the amount donated will then be determined by the Board of Supervisors.
4. During the evaluation process, the following criteria will be utilized:
  - a. Consideration will be given to the number of people reached by the requested donation. A higher weighting will be given to those donations that serve a larger number of the Delaware Township community.
  - b. Consideration will be given to previous years reports filed by the applicant.
  - c. Higher weighting will be given to organizations/activities with a higher percentage of fund raising or self-finance (other than funds received from the Township).
  - d. The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.
  - e. The Township will not fund groups or activities of political nature.
  - f. The Township will not fund school activities which are already supported through school taxes.
  - g. The Township will not fund functions with no direct benefits to the Delaware Township Community at large.
  - h. The organizations tax returns for at least three (3) years
5. Applicants wishing to address the Board of Supervisors must contact the Township Administrator for a date and time.
6. Applicants will be notified of its application status immediately following the Board of Supervisors final decision.
7. Applicants must submit a summary report of the event/project to the Township Administrator within 30 business days of its completion.