

Title:	Donation Policy		
Policy Number: HP-001-D			
Approval Date: 01/04/2025	Implementation Date: 02/04/2025	Revised Date:	

1.0 TITLE

1.1 This document shall be known and cited as the Donations Policy.

2.0 DEFINITIONS

2.1 **“Council”** shall mean the Town Council of Holyrood

2.2 **“Town”** shall mean the Town of Holyrood

2.3 **“Community”** shall mean the Town of Holyrood and those citizens who reside within it

2.4 **“Donations”** shall mean a voluntary transfer of property of value for which the donor expects and receives nothing in return.

3.0 PURPOSE

3.1 The purpose of this policy is to provide eligibility criteria and evaluation guidelines for the Town to consider when processing requests for donations to charitable, non-profit, and recognized public service organizations.

3.2 Encouraging the growth and stability of non-profit groups and organizations within the Town whose purpose is to contribute to the general well being of the citizens of the town.

4.0 ANNUAL DONATIONS

4.1 This policy shall apply to all donation requests received by the Town.

- 4.2 Non-profit or charitable organization can apply for a donation once a year. The group must apply, in writing, stating why the donation is needed and provide a copy of their financial report from the previous year. Council will review these requests once a year during the budget process. The written request for donation must be received by October 31st in order to be considered for the following years donation.

5.0 POLICY GUIDELINES:

- 5.1 All requests for donations *must be submitted in writing* by Oct 31. The requests will be brought to the Corporate Services & Administration Committee, and Council for a motion to approve or deny. Each request will be judged on their merit, but the following clauses will apply when making considerations:
- 5.1.1 An amount to be determined annually during budget preparation is to be set aside in each budget year, and these donations will be for causes that will benefit the community and its residents.
 - 5.1.2 Must be a Town of Holyrood or affiliated with the Town program or project.
 - 5.1.3 Must be a charitable or non-profit organization and/or a recognized public service organization.
 - 5.1.4 Groups must be in the process of raising some of the required funds.
 - 5.1.5 Donations will be granted based on no more than one per group/person, per calendar year.
 - 5.1.6 Donations are not to exceed the Town's total donation budget in any given year unless Council revises its donation budget.
 - 5.1.7 Donations to provincial and federal registered charities will not be permitted.
 - 5.1.8 Donations of up to \$100 per person to a maximum of \$200 per team are available for those representing Holyrood at an event where they qualified through a regional/provincial event. The donation will be made to the individual player or local team and not the provincial organizing group.
 - 5.1.9 All requests for donations must be kept on file and those not receiving assistance, and who qualified, will be given a higher priority the following year. A record should be kept of all donation requests, the amounts requested, and the amount donated and date of donation

(i.e.: Council meeting).

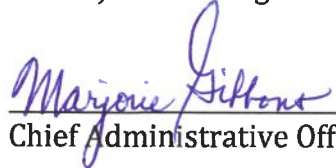
6.0 AMENDMENTS

7.0 REPEALS

8.0 DATE EFFECTIVE/RESOLUTION

POLICY REVIEW

This policy will be subject to review annually following implementation; however, it may be subject to change following new experience or new knowledge.



Chief Administrative Officer

2025-04-04
Date