

SECTION II - FINANCIAL

Policy # FN 07

Topic: DONATIONS

POLICY STATEMENT:

The Town of Lewisporte will give a donation to charitable, non-profit and recognized public service organizations upon request, subject to the guidelines listed below:

1. Must be a community of Lewisporte program or project; or organization of which the Town of Lewisporte is associated.
2. Must be a charitable or a non-profit organization and/or a recognized public service organization.
3. It is the intent of this policy to eliminate, wherever possible, a contribution which would result in double giving, ie: by residents and the Town Council.
4. Groups have to show evidence of having raised some of the required funds or be in the process of doing so.
5. Where practical, the town may allow the use of its facilities for benefit purposes, which may or may not be in addition to a financial contribution to the groups or individuals.
6. Age will not be a factor if the necessary guidelines are met.
7. Council shall determine the amount of the donation.
8. A community disaster, inside or outside Lewisporte would rate special consideration by Council and would not be restricted by these guidelines.
9. Suitable recognition of the town's contribution should be made and where appropriate representative of Council will attend functions, dinners, etc.
10. Donations may be made in cash or through the provision of goods or services.
11. All donations will be subject to availability of funding in the current municipal budget.
12. Because it recognizes the importance of promoting academic excellence and community involvement the Town of Lewisporte will annually award two scholarships valued at \$500 each to graduating students of Lewisporte Collegiate as per motion 07-150.
13. All donation requests must be in writing and completed on the attached application form.