



TOWN OF BAY BULLS

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| Title: Donation Policy | Internal/External |
| Department: Administration | Policy Number: TBB-005-AD |
| Approval Date: November 15 2023 | Implementation Date: November 16 2023 |

1.0 BACKGROUND

The Town of Bay Bulls is proud to support community organizations and groups through the Annual Donation Policy, community groups and organizations can apply for an annual, one-time donation to support activities and programs.

Council allocates an annual amount each year in the budget process to support community groups and organizations. The purpose of an annual donation program is to ensure that all donations are made in an equitable and fair manner to all eligible groups and organizations. The primary focus of the Donation Policy will be to provide financial assistance to community groups and organizations for the purposes of community initiatives and community programs.

2.0 PROCEDURE

- 2.1 All requests for donations must be submitted in writing.
- 2.2 An amount to be determined annually is to be set aside in each budget year.
- 2.3 Funds will be allocated for special interest groups established for the purpose of community programming and community initiatives.
- 2.4 When a donation request is deemed eligible, the amount of the monetary donation is not to exceed seven hundred and fifty dollars (\$750.00). Requests exceeding the maximum amount may be considered at the discretion of Council.
- 2.5 A special interest group or organization may receive only one donation in a fiscal year.

3.0 FORMS OF DONATION

- 3.1 Monetary donation:
 - a. To a maximum contribution of seven hundred and fifty dollars (\$750.00). Requests exceeding the maximum amount may be considered at the discretion of Council on a case-by-case basis.
- 3.2 In-kind donation:
 - a. Use of municipal property and/or facilities;
 - b. Use of equipment, and/or materials;



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c. Waiving of fees, and/or tax adjustments.

4.0 ELIGIBILITY

The Town will consider annual one-time donation requests from community groups and organizations within the Southern Shore Region whose purpose is to contribute to the general well-being of the residents of our community.

These groups and organizations shall be not-for-profit and provide services, recreation, multi-cultural, environmental or educational programs to the citizens of Bay Bulls. The group or organization must operate in the Town or provide a significant benefit to the Town.

This program is not to be extended to national and international registered charities, individual team sports fundraising efforts, or organizations that do not service the region.

Donations are considered on the basis of need as outlined on the submitted request. Eligible groups and organizations will receive only one donation annually from the Town.

All requests for donations are at the discretion of Council.

5.0 APPLICATION PROCESS

Groups and organizations interested in receiving a donation from the Town of Bay Bulls must submit a written request to the Town outlining the amount requested and the reason for the request.

Written requests must be submitted via one of the following methods:

Email: info@townofbaybulls.com

Mail: Town of Bay Bulls, P.O. Box 70, Bay Bulls NL, A0A 1C0

Drop-off: Bay Bulls Municipal Building, 2 Southside Road, Bay Bulls

6.0 REVIEW OF POLICY

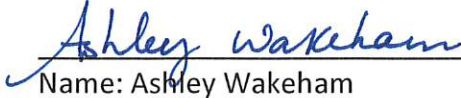
This policy will be reviewed as deemed necessary. Any revisions to this policy are subject to the approval of Council. This policy rescinds all previous policies pertaining to this subject matter including Donation Policy Number TBB-001-AD.

[End of policy statements]



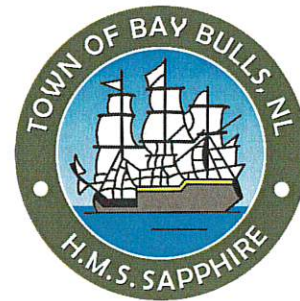
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Dated at the Town of Bay Bulls this 16 day of November, 2023



Name: Ashley Wakeham

Title: Town Manager





Name: Keith O'Driscoll

Title: Mayor