

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>Name:</b>	<b>Donations Policy</b>	<b>Policy</b>	<b>99-FA-01</b>
<b>Committee:</b>	<b>Finance and Administration</b>	<b>Approval Date:</b>	<b>December 08, 1999</b> (Amended Aug 13/03) (Amended June 9/10) (Amended Aug 10/11)

### 1. Introduction

The Town of Stratford recognizes the need for donations to organizations or individuals who are representing or promoting the community or benefiting the residents. A budget will be established annually for this purpose. Donations shall only be granted in accordance with this policy.

### 2. Out of Province Travel

Residents who are 21 years and under of age (*August 10, 2011 change*) or organizations from Stratford may apply in writing for financial assistance to attend an out of province tournament or event where they will be representing the community, the province or the country. Donations shall be per participant based on the following:

- a. Travel within the Maritimes will be \$40 per person. (*August 10, 2011 change*)
- b. Travel to Newfoundland, Quebec and Ontario will be \$50 per person. (*August 10, 2011 change*)
- c. Travel beyond Ontario will be \$75 per person. (*August 10, 2011 change*)

Donation requests for travel may be approved by the Chief Administrative Officer if the request meets the guidelines of this policy and budget funds are available. Donation requests for further travel for the same type of competition or event will be adjusted by subtracting any previously approved travel donation in that year.

### 3. Hosting Tournaments or Events

Residents or organizations from Stratford may apply in writing for financial assistance to host a tournament or event in Stratford. Donations shall be per event and shall not exceed \$250 per tournament or event. The event must:

- a. be held in Stratford:
- b. not be a Town event:
- c. attract people or teams from other communities.

Donation requests for tournaments or events may be approved by the Chief Administrative Officer if the request meets the guidelines of this policy and budget funds are available.

**4. General Donation Requests**

General requests (not travel, tournaments or events) for financial assistance may be made in writing. The following criteria shall be used to assess the request and the donation must not exceed \$500 per request: *(June 9, 2010 change)*

- a. the residents of Stratford must benefit in some way.
- b. the donation must not be to a charity or activity that residents would normally contribute to directly. It is more appropriate to let individual residents decide what charities and activities to support rather than have the Town make the decision for them collectively via taxation.

General donation requests may be approved by the Chief Administrative Officer if the request meets the guidelines of this policy and budget funds are available.

**5. Other Requests**

A written request for financial assistance that exceeds the amounts designated in this policy or where the designated budget funds have been fully allocated may be approved by Council Resolution based on the recommendation of the Finance and Administration Committee provided the request meets the guidelines of this policy in all other respects.