



# TOWN POLICY

## COUNCIL POLICY:

### Shared Community Donations – Cardston County

**POLICY NUMBER: D-30-1**

**RESOLUTION NUMBER:** 2023-121

**ADOPTED:** September 10, 2019

**SUPERSEDES:** D-30

**REFERENCE:** Cardston County Shared Community Donations Policy NO. FIN-P00

**PREPARED BY:** Chief Administrative Officer

**DATE:** May 24, 2019

**UPDATED:** June 6, 2023

**UP FOR REVIEW:** June 6, 2028

#### The purpose of this policy is to:

Establish a shared community donations program between the Town and Cardston and the County.

#### Community Donation Guidelines

The Town of Cardston (Town) and Cardston County (County) desire to establish a shared policy related to donations from the municipalities to organizations or individuals. The shared donations will be limited to those organizations that can show a shared benefit to our communities.

To ensure a consistent process for receiving applications and clear guidelines for granting donations, the Cardston County and the Town of Cardston will use the following system:

- 1) A matching maximum amount for community donations will be reserved in the Town and County's budget each year.
- 2) Each municipality will have an annual donation application deadline on or around November 1<sup>st</sup> of each year. Each municipality may refer any applications from the intake to the Joint Council Committee if either party feels this is better reviewed from a regional point of view. Applications will be reviewed by both municipalities' Administrations and will then be forwarded to the Joint Council Committee with recommendations.
- 3) A Joint Council Committee will be made up of two Council members from each municipality.

A single application will not receive a donation of more than 10% of the total budgeted community donation allotment.





# TOWN POLICY

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**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

**POLICY NUMBER: D-30-1**

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## **Donation Policy Area**

The shared donation policy will focus on donating to applicants from within the Town of Cardston and the fringe area around Cardston. This includes all schools, churches, non-profits, societies, etc. that will enhance the services of our communities.

Nothing mentioned within this policy restricts Cardston County or the Town of Cardston from donating to a project that falls outside of the donation policy area.





# Donation Application

**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

**POLICY NUMBER: D-30-1**

## **Community Organization Information**

Community Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone/Cell Number: \_\_\_\_\_

## **Event, Initiative or Activity Information**

Total Cost: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Other Sources of Funding: \_\_\_\_\_

Please provide a general description of the event, initiative or activity's objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this event, initiative or activity benefit the community at-large?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Donation Application

**TITLE: SHARED COMMUNITY DONATIONS – TOWN OF CARDSTON**

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Please demonstrate the need for a community donation from The Town of Cardston:

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Have you reviewed and understand The Town of Cardston’s Community Donation Policy?

Yes    No

Has your community organization received a donation from The Town of Cardston before?

Yes    No

If yes, in what year and for what purpose was the donation made?

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## **Applicant Information**

Name: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **FOR OFFICE USE ONLY:**

Was a donation made?

Yes    No

Donation Amount: \_\_\_\_\_

