

Policy No.: A-01-2023	Section: Administration	Page #1 of 3
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Title:	Contributions to Non-Profit Organizations and Individuals.
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Legislation Reference:	Municipal Government Act.
Rescind Policy:	A-01

Purpose:

The purpose of this policy is to establish guidelines and procedures for grants and/or contributions by the Town of Smoky Lake towards Non-Profit Organizations and Individuals.

- 1. Statement**
- 1.1 The Town of Smoky Lake will only provide grants and/or contributions towards Non-Profit Organizations and Individuals which have submitted a written request.
 - 1.2 Written requests for grants and/or contributions to Non-Profit Organizations must outline the purpose of the request, how it will support, enhance, or provide improved quality of life or safety for community members, or promote the Smoky Lake community as a whole.
 - 1.3 The Town of Smoky Lake will give priority to Non-Profit Organizations and Individuals that are situated within the Smoky Lake Region and serve the general population of the community.
 - 1.3 The CAO has the authority to approve in-kind donations including town merchandise, printing, photocopying, the donation of facilities, or equipment requested by the applicant, up to a value of \$250.00 for non-profit organizations. All donations approved by the CAO must be reported at the following Council meeting and must include the letter of request.
 - 1.4 All other donation requests will be presented to Town of Smoky Lake Council and will be considered on its own merits based on the Town's previous contributions to that non-profit organization or individual, and their relativeness to the Smoky Lake Region, at the decision of Council.

1.5 A request for sponsorship from the Town of Smoky Lake requires branding or recognition of the town from the requesting Non-Profit Organization or Individual at their event (ex. display of town logo or verbal acknowledgement). A request for donation does not require branding but is recommended.

1.6 Requests for funding assistance from Non-Profit Organizations and Individuals may also be considered, at the decision of Council.

2. Guidelines

The Town of Smoky Lake establishes the following procedures of grants and/or contribution to Non-Profit Organizations and Individuals:

2.1 Donation or Sponsorship and/or Promotional Items:

2.1.1 School Teams that will be competing at Provincial and/or National Finals Events.

2.1.2 Teams or Recreational Clubs that will be competing at Provincial and/or National Finals Events.

2.1.3 Teams or Recreational Clubs that will be hosting tournaments or competitions in Smoky Lake.

2.1.4 Individuals that will be competing at Provincial and/or National Finals Events.

2.1.5 Clubs' hosting community events or fundraising to provide benefit to the town in some way.

2.1.6 Non-Profit Organizations based within the Smoky Lake Region, that provide benefit to the town in some way.

2.1.7 Non-Profit Organizations not based within the Smoky Lake Region, that provide benefit to the town in some way.

2.1.8 Other Non-Profit Organizations and Individuals at the decision of Council.

2.2 Other requests will be held by the Chief Administrative Officer and presented to Council following budget approval for its consideration if there are funds remaining in the grants portion of the budget for the current year. If there are no funds remaining for the current year, the requests will be considered following approval of the subsequent year's budget.

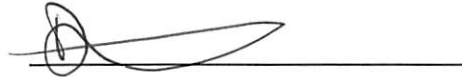
In order to be considered, all such requests must be accompanied by current financial statements, a budget showing how requested funds will be used and full contact information for the requesting group. The group may be requested to attend at Council's meeting to answer questions about their request, prior to a decision being made.

2.3 All promotional items distributed will be documented on the inventory pages maintained for this purpose.

	DATE	RESOLUTION NUMBER
Approved	May 18, 2011	271-10
Amended	April 24, 2023	207-2023
Amended		



Amy Cherniwchan
Mayor



Dawn Phillips
Chief Administrative Officer