

Town of Small Point-Adams's Cove Donation Acceptance & Grant Policy

Policy # 001/2025

Date of inception:

Amendments:

1. Purpose

The purpose of this Donation Acceptance & Grant Policy is to establish guidelines for the acceptance, management, distribution and acknowledgment of gifts, donations, and contributions made to the Town of Small Point - Adam's Cove. This policy ensures that all donations align with the Town's mission, legal obligations, ethical standards, and operational needs.

2. Authority

This policy is adopted pursuant to the authority granted to the Town Council under Town & Local Service District Act. The Town Council retains final authority over the acceptance or rejection of donations as outlined herein.

3. Definitions

- **Donation/Gift:** Any voluntary transfer of money, property, goods, services, or other items of value to the Town without expectation of compensation.
- **Donor:** Any individual, business, nonprofit organization and Register Charities or other offering a donation.
- **Restricted Donation:** A donation designated by the donor for a specific purpose.
- **Unrestricted Donation:** A donation that may be used at the Town's discretion.
- **Recipient:** person or organization to which the donation may be transferred

4. Types of Acceptable Donations

Subject to review and approval, the Town may accept:

- Monetary donations (cash, checks, electronic transfers)
- Real property and interests in real property

- Personal property (equipment, vehicles, artwork, materials)
- In-kind donations and services

5. Criteria for Acceptance

Donations may be accepted if they:

- Support or further the Town's mission, programs, or public services
- Do not create a conflict of interest or the appearance of impropriety
- Do not impose conditions that are illegal, unethical, or impractical
- Do not require ongoing financial or operational commitments beyond the Town's capacity
- Comply with all applicable legal requirements

6. Donations Requiring Town Council Approval

The following donations require formal approval by the Town Council:

- Real property or interests in real property
- Donations with restrictions or conditions
- Donations exceeding \$1000.00 in value
- Donations requiring long-term maintenance, staffing, or financial obligations
- Donations that may affect Town policy, operations, or public perception

7. Restricted Donations

The Town will make reasonable efforts to honour donor-imposed restrictions that are consistent with Town priorities and legal requirements. If a restriction becomes impractical, impossible, or unlawful, the Town reserves the right to modify or decline the donation.

8. Donations the Town Will Not Accept

The Town will not accept donations that:

- Are offered in exchange for special consideration or influence
- Conflict with Town policies, values, or ethical standards

- Create actual or perceived endorsement of private interests
- Are from sources engaged in illegal activities
- Expose the Town to significant liability or reputational risk

9. Naming Rights and Recognition

Any donor recognition, including naming rights for Town facilities, programs, or assets, must be approved by the Town Council and comply with applicable policies. Recognition will not imply endorsement of the donor or their products or services.

10. Acknowledgment of Donations

The Town will provide appropriate acknowledgment of accepted donations, consistent with legal and tax requirements unless the donor wishes to remain anonymous. The Town does not provide appraisals or valuations for non-cash donations.

11. Financial Management and Reporting

All monetary donations shall be deposited, recorded, and managed in accordance with Town financial policies and generally accepted accounting principles. Restricted donations will be tracked separately as required. Reports can be provided for eligible Donations in excess of \$2500 aid required. Monetary Donations will not be fronted by the town before received by the Donor without official quotes and documentation.

12. Right to Decline or Revoke Acceptance

The Town reserves the right to decline or revoke acceptance of any donation if it is later determined that the donation does not comply with this policy or applicable law.

This regulation passed and adopted by council on

Date :

Signed :

Policy # 001/2025

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