

Title: Greenview Sponsorships and Donations

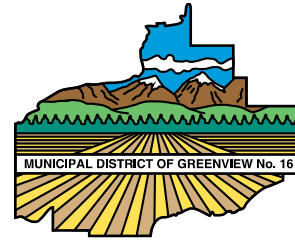
Policy No: 8004

Effective Date: March 9, 2020

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Review Date: March 9, 2023



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

DEFINITIONS

Greenview means the municipal Corporation of the Municipal District of Greenview No. 16.

Sponsorship means a funding program designed to support single events and functions and that has sponsorship recognition requirements.

Community Grants means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its residents.

Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.

POLICY

1. The organization should be a not-for-profit organization or a registered society to qualify for the Greenview Sponsorships and Donations funding.
2. The event or donation must be beneficial to Greenview residents.
3. The event must be non-political in nature.
4. Organizations shall be limited to one Greenview Sponsorships and Donations funding request per calendar year.
5. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview’s Sponsorships Policy.

6. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
7. Greenview Sponsorships and Donations are subject to Council Approval.
8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

PROCEDURE

1. All grant applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents with the application.
3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
5. Sponsorships requests in excess of \$2,500.00 will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.