

Title: Sponsorships

Policy No: 8012

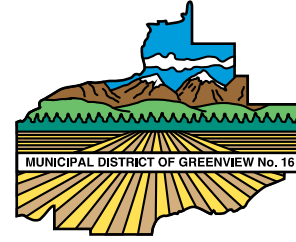
Effective Date: November 14, 2023

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Supersedes Policy No: 8004

Department: Community Services

Review Date: November, 2026



Legal References:

Agricultural Societies Act, R.S.A. 2000, c. A-11.

Societies Act, R.S.A. 2000, c. S-14

Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23

Income Tax Act (Canada), R.S.C. 1985, c.1 (5th Supp.)

Cross References:

Policy 1026 "Greenview Grant Recognition"

Purpose: To establish guidelines for one-time donation requests by Non-Profit Organizations. Greenview sponsorships provide one-time donations in exchange for promoting the Greenview brand within the community.

1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
 - A) *Agricultural Societies Act*;
 - B) *Societies Act*;
 - C) *Canada Not-for-profit Corporations Act*; or
 - D) Registered as a charity under the *Income Tax Act*.
- 1.4. **Sponsorship** occurs when Greenview makes a donation toward the cost of a Non-Profit Organization's event, and in return said Non-Profit Organization advertises or promotes Greenview's brand.

2. ELIGIBILITY

- 2.1. To be eligible an organization must be a Non-Profit Organization.

2.2. Sponsorships for for-profit organizations shall be approved at the discretion of Council.

2.3. The following organizations and initiatives are ineligible to receive a Sponsorship:

- A) Individuals;
- B) For-profit organizations;
- C) Political organizations;
- D) Federal and provincial governments, and affiliated bodies;
- E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.

3. SPONSORSHIP PROCEDURE

3.1. Only one request may be made by a Non-profit Organization during each calendar year.

3.2. Sponsorships applications are open throughout the year; however, applicants must submit their application 30 working days before the event.

3.3. Sponsorships must be submitted through the online grant portal.

3.4. The CAO shall approve sponsorship requests below \$1,000.00.

3.5. Sponsorships in excess of \$1,000 shall be approved at the discretion of Council.

3.6. Where a Non-profit Organization has remaining funds following their sponsored event, said Non-profit Organization must return the excess funds to Greenview or:

- A) Request a funds transfer by the CAO for funds not exceeding \$1,000.00; or
- B) Request a funds transfer by Council for funds exceeding \$1,000.00.

4. COUNCIL RESPONSIBILITIES

4.1. Council shall have sole discretion for sponsorship approvals exceeding \$1,000.00.

4.2. Council shall have the authority for fund transfer requests exceeding \$1,000.00.

5. ADMINISTRATION RESPONSIBILITIES

5.1. The CAO shall process and approve sponsorships requests and fund transfers below \$1000.00.

5.2. Administration shall present sponsorship requests and fund transfers exceeding \$1000.00 to Council on behalf of the applicant Non-profit Organization.