



## **TOWN OF TOFIELD**

## **POLICY AND PROCEDURE HANDBOOK**

# **OPERATIONAL FINANCIAL MANAGEMENT**

**POLICY: FUNDING/DONATIONS Policy 3.15**

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### **POLICY**

The Town of Tofield will provide a fair and equitable process for the issuance, or granting of both financial assistance and promotional items. The amount for allotment shall be the current budget allocated or amount requested, which Council feels appropriate to award for events that benefit the community & or region. Promotional items shall be based upon request and available pieces for offering.

### **DEFINITIONS**

1. **"Community Event"** Shall be defined in accordance to the following:
  - a) An event primarily designed and delivered for the general populace of Tofield; or
  - b) An event that is locally based and whose efforts are concentrated either locally or regionally in nature.



## **POLICY: FUNDING/DONATIONS Policy 3.15**

2. **"Eligible Event"** is defined according to the following:
  - a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
  - b) Event that appeals to the general population and has garnered a high level of community acceptance.
  - c) Proceeds from the event are solely intended to support the community.
  - d) Event(s) that are hosted within the Town of Tofield and must be open and accessible to the public regardless of age, sex, creed, or religion.
  - e) Event is non-partisan in nature.
  - f) Event is at a national or provincial assembly, competition or tournament which focuses directly on community sports, culture, leadership training, academic excellence, or improving organizational and community development skills used in public life.
  
3. **"Eligible Applicant"** is defined according to the following:
  - a) Under the constraints of this policy, the Tofield Agricultural Society & Tofield Curling Club will not have maximum or minimum funding amounts allocated to requests.
  - b) Organizations including registered non-profit societies, Canadian registered charities that operate in the Tofield area or other community groups/organizations.
  - c) Organizations that are non-partisan in nature.
  - d) Individuals participating in a national or provincial event as defined under "Eligible Event".



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### **GUIDELINES AND PROCEDURES:**

#### **Responsibilities**

1. Tofield Town Council shall review the correspondence request in accordance with this policy and makes funding recommendations.
2. In their application for funding, recipients shall illustrate all projected expenses and revenues as it relates to their event.
3. The Town of Tofield will not be held responsible for any claims related to the proposed activity.
4. The successful applicant may be asked submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded. This decision shall lie with Council.
5. The successful applicant will acknowledge receipt of funding where appropriate.

#### **Standards**

1. Submission must be made as correspondence, directed to the attention of Council.
2. Eligible applicants shall be limited to one Community Event funding per calendar year.
3. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Town of Tofield.
4. Members of Council shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making.



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5. Eligible expenses may include, but are not limited to:
  - a) Facility Rental Costs
  - b) Equipment Rental Costs
  - c) Guest Speakers/honorariums
  - d) Printing/Advertising
  - e) Trophies/Medals/Plaques
6. The amount allotted shall be up to \$550.00 per eligible applicant or an amount which Council feels appropriate.
7. Council may accept or reject any submission based on merit and availability of funds.
8. Council reserves the right to support any event it has historically supported outside the parameters of this policy.

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COUNCIL APPROVAL MOTION #20-12-18

  
MAYOR

DATE December 10, 2018