



# **City of Norton**

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## **Donation Policy**

**Adopted by City Council**

4/15/2014

# **City of Norton Donations Policy**

## **BACKGROUND:**

The City of Norton provides financial support to various regional and local organizations through our annual budget process. From time to time, City Council receives requests for funding outside of our normal budget process. Since the City receives more requests for funds than our funding will allow, this policy will assist City Council in considering each request.

## **APPLICANT ELIGIBILITY:**

- Applicant must provide services which benefit residents of the City of Norton.
- Applicant must be:
  - Non-profit organization recognized by the IRS and the Commonwealth of Virginia; or
  - Charitable institution or association not controlled in whole or part by any church; or
  - Educational;
- And:
  - Past transactions with the City must have been free of significant problems

NOTE: Teams cannot be considered as applicants. In cases of athletic requests, the applicant must either be part of a youth sports organization or Norton City Schools.

## REQUEST ELIGIBILITY:

*The City shall not approve any donation which is not in conformance with § 15.2-953 of the Code of Virginia, as amended.*

- The event or activity must not promote religion or religious organizations.
- The event must demonstrate some form of financial commitment other than the City funds being requested.
- Organizations (other than Norton City Schools) will be limited to one approved request per the City fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>).
- If the funding request includes travel, then:
  - Trip must be in excess of 100 miles one way;
  - Room nights shall include no more than one night before and one night after the primary event(s) which was the basis for the request;
  - Rooms must be assigned to players/students at a minimum of 2 per room;
  - A maximum of four rooms to be assigned for coaches/teachers;
  - An educational or cultural component should be included, when possible;
  - Expenses that cannot be paid with approved funds:
    - Meals for anyone other than coaches/teachers and players/students.
    - Hotels for anyone other than coaches/teachers and players/students.
    - Travel for anyone other than coaches/teachers and players/students.
    - Mileage expenses, to and from events, for coaches, teachers, and members of their families who use their personal vehicles for approved trips.

## **EVALUATION CRITERIA:**

- Whether the request is acceptable for support.
- Whether the request demonstrates a convincing need for funding.
- Whether the City's financial situation will allow funding the request.
- Amount of previous funding the Applicant has received.
- Applicant's demonstration of organization integrity by use of strong business practices, a committed and responsible board, sound financial practices, and effective management controls.

## **APPLICANT REQUIREMENTS IF FUNDING IS AWARDED:**

- Funds must be used only for what was requested and approved.
- A financial report of the use of the funds, including receipts, must be provided to the City within 60 days after completion of the event or project.
- Applicant may be asked to appear before City Council to present a formal update of the use of the funds.
- The City may choose to fund all, none, or some of the requested funds.
- The City may provide the funds prior to the event (project) or choose to reimburse the requesting organization, up to a specified amount, when receipts are presented to the city.
- Return any unused funds to the City within 60 days after completion of the event or project.

If you have any questions regarding the application or the consideration process, please feel free to contact the City Manager.



## Application for Donation

Applicant/  
Organization: \_\_\_\_\_

Federal ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact  
Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's  
Board  
Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount  
Requested: \_\_\_\_\_

Total  
Amount  
Needed: \_\_\_\_\_

Purpose for  
Funds (attached additional information if needed):

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Describe  
Fund Raising  
Activities: \_\_\_\_\_

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**Include overall financial information for the applicant organization with the application. This information should be the current budget or financial statements where applicable.**

Applicant Certifies that they (the organization) will:

- Provide Accurate, current, complete financial records of the use of any approved funds.
- Maintain records which identify adequately the source and application of funds for grant supported activities.
- Maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- Provide the City access to the grant-related financial records.
- Expend requested funds for only the purposes described in the application form and attachments.
- Request permission in writing to make substantial changes in budget.
  - The changes must be approved by the City in advance.
- Will submit to the City a narrative and financial report within sixty (60) days after completion of the approved activity.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf. The signature of the individual below indicates the organization's compliance with the entire list of certifications listed above.

The undersigned certifies to the best of his/her knowledge that:

- The information in this application and its attachments is true and correct;
- The filing of this application has been duly authorized by the governing body of the applicant organization;
- The applicant organization agrees to comply with all conditions cited above.

The undersigned further certifies that he/she has the authority to obligate the application organization.

_____	_____
Name of Authorizing Official	Title
_____	_____
Signature of Authorizing Official	Title

Name of Applicant Organization: \_\_\_\_\_