



Rural Municipality of  
**Corman Park**

**Policy # FI-003**

**Policy Title: Donation Policy**

**Policy Objective:**

To provide a consistent procedure to allocate money from the Municipal Budget as payments of grants each year to community groups, individuals and organizations not covered by the Saskatchewan Lotteries Community Grant or the Municipal Reserve Fund.

To provide community groups, non-profit organizations or individuals with assistance in order to undertake activities which are of general benefit and serve to enhance the quality of life of residents in the R.M. of Corman Park.

**Authority:**

Resolution #53, July 15, 2013  
Resolution #22, March 6, 2017

**Policy:**

1. Community groups, individuals or organizations who do not qualify for the Saskatchewan Lotteries Community Grant or Municipal Reserve Fund may receive assistance, subject to Council approval, provided they meet the criteria and requirements outlined in this policy.
2. Ten thousand dollars (\$10,000.00) will be allocated in the yearly budget for donation requests and will be distributed at the discretion of Council.
3. Eligibility shall be limited to those community groups, individuals or organizations that are registered as a Non-Profit Corporation under The Non-Profit Corporations Act of Saskatchewan, under The Co-operative Act of Saskatchewan, a federally registered charity or a community group or individual based in the Rural Municipality of Corman Park (RM).
  - a. To be considered eligible, community groups, individuals or organizations must serve the needs of RM residents and should therefore have membership that resides within the geographical boundaries of the RM. A national or provincial parent body of a local branch may qualify for funding provided the application relates to a program specifically targeted to RM residents.
4. Eligibility for individuals shall be limited to RM residents at the time of application.

5. Community Need
  - a. The major overall criteria by which applicants shall be judged is the degree to which the proposed activity meets a demonstrated community need that is supported by the RM.
  - b. Assistance shall not be provided for activities which are considered to be duplications of services provided.
6. Restrictions on Level of Donation
  - a. Donations will not be provided to fund accumulated deficits or program shortfalls.
  - b. Community groups, Non-Profit Corporations, charities, individuals or organizations will be encouraged to consolidate all programs and project funding requests into one application. Preference may be given to a group or individual that has not previously been awarded a grant in the same fiscal year.
7. Procedure
  - a. All requests for donations must be submitted in writing or email to the Administrator.
  - b. All submissions for donations must be made prior to the date of the event.
8. Council may, as required, attach conditions to the approval of donation under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project or activity receiving support.
9. The annual donation request from STARS Air Ambulance shall stand over and above the required criteria outlined in this policy.
10. Support to an individual or group may be expanded beyond the limitations set out in this policy, at the discretion of Council.
11. Council may approve all applications for donations based on recommendations from Administration.