

SECTION: General		14.1.0
SUBJECT: Minor Charitable Donation Policy		
EFFECTIVE: June 12, 2006	REPLACES: October 1, 2002; December 18, 2012	PAGE: 1 of 3
APPROVED BY: CW229-2006, June 12, 2006; CWB005-2012	PROCEDURAL UPDATES: C036-2011 (page 3); Council Resolution from Budget Dec 12, 18-20, 2012	

POLICY STATEMENT:

The City of Brampton positively supports special events planned by community groups and charitable organizations in Brampton where the City can assist in enriching and diversifying its community. The policy and procedures related to “Minor Charitable Donations” in the Brampton community is the focus of this policy.

PURPOSE:

The purpose of this document is to outline City policy and procedures for donating cash, merchandise and in-kind contributions to community-based special events whereby the total value of the donation is equal to or less than \$500, or as otherwise stated in this policy

SCOPE:

This policy applies to community and charitable organizations, serving Brampton, who request a donation from the City of Brampton in support of a special event they are organizing. Donations can take the form of cash contributions, merchandise or in-kind contributions.

The policy does not apply to the following related activities and/or Corporate Policies:

1. The City of Brampton United Way Campaign as a corporate charity of the City of Brampton.
2. Lunch and Dinner Sponsorship, Corporate Policy 14.5.0; Community Suite, Corporate Policy 14.2.0.
3. Donations made by City Councillors from their City of Brampton expense account.
4. City-Wide Community Projects Funding, Corporate Policy 13.2.1
5. Planning application fees; building permit fees; and other development related fees, and/or charges related to a municipal program, such as incentives within the community improvement plan or rental subsidies.

PROCEDURES:

1. The City of Brampton may support community and charitable agencies providing services in the Brampton community.

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2. Organizations must be a not-for-profit Corporation, charitable or non-charitable organization or City of Brampton community organization, and prepared to provide supporting documentation.
3. Religious and political organizations (and their affiliations) are not eligible for a cash donation under this policy. These organizations are, however, eligible for merchandise donations (i.e., City souvenir/promotional items) from the City of Brampton not to exceed \$200 in value.
4. Under this policy, City of Brampton staff shall be authorized to provide contributions to eligible organizations in the form of a cash donation, merchandise, or in-kind contributions equal to or less than \$500 for each community request with the signed approval of either the Mayor, Acting Mayor or Chairman of a related Standing Committee of Council (i.e., related to the request presented by a community organization) and the Commissioner of Economic Development and Communications (or acting designate).
5. For merchandise requests, the value shall not exceed \$200 per eligible request.
6. A recipient organization is not eligible for more than two donations per year in relation to this policy.
7. This policy is subject to funding availability in the designated account. Should the budget amount during the fiscal year be reached, the program shall be closed with notice provided to members of Council and the public on the City web site.

Approval Criteria

1. The Mayor, Acting Mayor, or Chairman of related Standing Committee shall approve all requests.
2. Written requests shall be received by Economic Development & Communications staff, verified, administered and signed off by the Commissioner of Economic Development and Communications (or designate) on a first-come-first served basis to a maximum budget approved by Council each year.
3. The program and its funding shall be reviewed annually as part of the City of Brampton budget process. The fiscal year is the calendar year.
4. Whenever possible, recipient organizations shall recognize City of Brampton as a donor, such as in the form of print advertising; and/or signage; and/or print or multi-media banners; mentions in corporate newsletters/news releases (and so on).

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5. Staff volunteers shall participate with eligible non-profit community groups organizing events and activities, subject to approval from their supervisor.

Restrictions

1. A City donation under this policy shall not be used toward core operating budgets supporting recipient organizations. The donation shall be used to support a special event in Brampton. Exceptions will be made when an event is in the Region of Peel and the recipient organization provides service in Brampton.
2. Cash donations shall not be used to offset an existing City fee, such as rentals.
3. Cash donations shall not be made to individuals.

ACCOUNTABILITY:

All requests for donations shall be forwarded to the Corporate Communications Division for administration. The Economic Development & Communications Department shall administer the program including managing the budget.

ADMINISTRATION:

1. The recipient organization requesting a contribution from the City of Brampton shall be required to submit a letter on letterhead including where applicable the incorporation number of the organization (Charitable Registration or Corporation number).
2. The organization requesting a contribution from the City of Brampton shall be required to submit a top line event budget plan.
3. A tracking schedule for each request and budget shall be managed by the Corporate Communications Division and reported to Committee of Council once per year or at the request of a City Council member.

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