TOWN OF HAYSI

DONATION POLICY AND PROCEDURES

General Policy

The Town of Haysi is committed to positively impacting the community by providing financial assistance to local schools, churches, organizations, and charities. Under Virginia State Law, the Town my allocate funding to non-profit charitable or not-profit civic organizations that, in the Town opinion, provide services that benefit the Town and its residents.

The following Donations Request Policy has been developed as a way to create consistency and fairness to organizations that ask for the Town's financial support. Please be aware that the Town will attempt to fulfill as many requests as possible and cannot guarantee that every donation request will met. Funds for donation are approved each year during the annual budget process and then allocated by the Mayor during the fiscal year.

Area of Focus

The Town of Haysi places priority on giving to qualified 501 (C) 3 charitable organizations and non-profit institutions whose primary service area is or includes the municipality. Priority is given to charitable organizations who have received support in the past and who are in good standing with the town. Applications for individual academic achievements donations will be awarded upon availability of funds.

Exclusion

The Town of Haysi is unable to honor request or make contributions to the following:

- ❖ Donations to labor, social or political groups
- ❖ Donations to specific families
- ❖ Donation of goods or services intended for online auctions
- ❖ Donation of goods to service intended for resale

Application

Organizations or individuals seeking donations from the Town of Haysi must fill out a donation application.

- ❖ Donation requests exceeding $250.00 must be submitted on the Town of Haysi's "Donation Request Form" by March 31, of each year.
- ❖ Donation requests for less than $250.00 must be submitted on the Town of Haysi's "Donation Request Form" and are accepted on an ongoing basis.
- ❖ In an effort to fulfill as many requests as possible, the Town will only honor one (1) request per organization in a fiscal year.
- ❖ Incomplete applications will not be processed. All areas must be filled out completely to process your request.
- ❖ Purpose for which donation will be used.
- ❖ Brief description of other fund raising efforts by requesting organization or individuals.
- ❖ If possible please attach a quote or invoice to the donation request showing cost and items to be purchased with donation funds.
- ❖ The granting of financial assistance in any year is not to be regarded as a commitment by the Town to continue such assistance in future years. In addition, the Town will not provide guaranteed funding beyond the current year. In making donations, the Town may impose conditions as it deems fit.

A representative from a requesting organization must appear before the Haysi Town Council in order to present your request and answer questions. If no representative appears, your request may be tabled until a later date.

> ❖ *Any and all donation requests are subject to availability of funds and the Town of Haysi reserves the exclusive right to deny or approve all donation requests from any organization or individual for any reason other than stated herein.*

Processing

- ❖ Please allow a minimum of three weeks to process your donation request.
- ❖ Declined Requests: The requesting organization will receive notification either via standard US Postal Mail, email or other means indicating the request has been declined and the reason for the decision.
- ❖ Approval Request: The approved donation will be mailed to the organizations mailing address provided on the Donation Request Form, with check enclosed.

Acknowledgement

Please acknowledge that you read and understand the Donation Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Name of Organization: _____

Requestor's Name: _____

Signature: _____ Date:_____