PUBLIC DONATION

POLICY NO.:	CP-202.26
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

1.1 The purpose of this Policy is to establish a fair, transparent and consistent framework for Council to consider requests for Donations, Sponsorships, charitable causes, Fundraising Initiatives, commemorative projects and other community-focused requests that provide a demonstrated benefit to the residents of the Town of Blackfalds. Through this Policy, the Town may provide discretionary financial support to eligible applicants where the request aligns with community priorities and demonstrates a meaningful public benefit.

2. POLICY STATEMENT

2.1 Funding is discretionary, subject to Council-approved budget allocations, and approval in one year does not guarantee funding in future years.

2.2 The Town shall administer this Policy in a fair, transparent, equitable and fiscally responsible manner.

3. DEFINITIONS

3.1 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.2 "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

3.3 "**Donation"** means a financial contribution provided by the Town of Blackfalds without expectation of financial return.

3.4 **"Fundraising Initiative"** means a campaign or activity intended to raise funds for a charitable, educational, community, humanitarian or non-profit purpose.

3.5 **"In-Kind Support"** means the provision of Town-owned facilities, equipment, materials, services, labour or other municipal resources provided without charge or at a reduced rate.

3.6 "**Organizations**" means a group of residents/ratepayers, service clubs, agencies, schools, sports groups, groups sharing a common interest and located in Blackfalds or Lacombe County.

3.7 **"Sponsorship"** means financial or In-Kind Support provided by the Town of Blackfalds in exchange for recognition of the Town's contribution.

3.8 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to requests for:

4.1.1 Charitable causes,

4.1.2 Community fundraising initiatives,

4.1.3 Community causes,

4.1.4 Service club projects,

4.1.5 Scholarships, bursaries and educational assistance opportunities,

4.1.6 Memorial or commemorative projects,

4.1.7 Humanitarian requests,

4.1.8 Sponsorship requests,

4.1.9 Community recognition initiatives, and

4.1.10 Requests for In-Kind Support.

4.2 This Policy does not apply to:

4.2.1 Community events,

4.2.2 Festivals,

4.2.3 Recreation programs,

4.2.4 Competitions,

4.2.5 Championships,

4.2.6 Tournaments,

4.2.7 Showcases,

4.2.8 Exhibitions,

4.2.9 Bid-hosted events,

4.2.10 Operating grants, or

4.2.11 Requests eligible under another Town funding program.

4.3 Administration may redirect applicants to another funding program where a request is determined to be more appropriately considered under the Community Initiatives Grant Policy or Event Attraction and Hosting Grant Policy.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of grant funding for the successful implementation of this Policy in the annual budget process.

5.1.3 Review and approve requests submitted under this Policy.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.3 Administration to:

5.3.1 Receive and review requests.

5.3.2 Provide recommendations to Council.

5.3.3 Redirect applicants to other Town funding programs where appropriate.

6. POLICY

6.1 Applicants requesting funding from this Policy must:

6.1.1 Demonstrate a clear community benefit.

6.1.2 Identify the intended use of funding.

6.1.3 Not be in default of any previous Town of Blackfalds funding agreement.

6.1.4 Applicants shall not receive funding from multiple Town of Blackfalds funding programs for the same initiative unless specifically approved by Council.

6.2 Applications will be assessed based on:

6.2.1 Community benefit.

6.2.2 Alignment with Town priorities.

6.2.3 Impact on residents.

6.2.4 Purpose of funding request.

6.2.5 Availability of other funding sources.

6.2.6 Previous support provided by the Town.

6.2.7 Available budget.

6.2.8 Potential reputational impacts to the Town of Blackfalds.

6.3 Requests will be evaluated on their individual merits, available funding and the assessment criteria identified in this Policy.

6.4 Council may approve, partially approve or deny requests and the amount awarded may differ from the amount requested.

6.5 Funding shall not be provided for:

6.5.1 Political Organizations, campaigns or activities

6.5.2 Private business operations.

6.5.3 Event losses, organizational deficits, outstanding debts or debt repayment.

6.5.4 Retroactive requests.

6.5.5 Requests primarily benefiting an individual.

6.5.6 Activities eligible under the Community Initiatives Grant Policy or Event Attraction and Hosting Grant Policy.

6.6 Council shall require applicants to provide information demonstrating how the funds will be used. Failure to provide requested information will affect future requests for funding.

6.7 Where appropriate, recipients shall acknowledge the Town of Blackfalds' contribution in promotional materials, publications, presentations, or other forms of public recognition.

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve support for exceptional circumstances where significant public benefit exists and Council determines the request to be in the best interests of the community.

8. RELATED DOCUMENTS

8.1 Council Policy CP-185.24 - Community Initiatives Grant
8.2 Council Policy CP-203.26 - Event Attraction and Hosting Grant

9. END OF POLICY

-Original Signed-	-Original Signed-
Mayor	Chief Administrative Officer
-Original Dated-	-Original Dated-
Date	Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	**390/26**	**November 10, 2026**
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description