



## **Municipality of Stanbridge East**

# Donations & Sponsorships Policy

Adopted on 2026-02-02

Resolution No 26-02-07

## Context

The Municipality of Stanbridge East wishes to adopt a policy for the granting of donations and sponsorships in order to provide a framework for these donations and clearly define the criteria for acceptance. This process will ensure a transparent and fair management of donations and sponsorships in accordance with the values of the Municipality as well as with the limits of its budgetary constraints.

## Definitions

**Donation:** A donation is a financial contribution, in the form of goods or services, made by the municipality to support the realization of an activity, event or project.

**Sponsorship:** A sponsorship is an expense made by the municipality in exchange for business consideration, in the form of advertising or visibility.

## 1- Objectives

- 1.1 Oversee the process for evaluating requests for donations and sponsorships addressed to City Council.
- 1.2 Ensure fair processing of various applications and equitable distribution of municipal resources.
- 1.3 Support individuals, associations and organizations whose values and fields of activity are aligned with the ones of the municipality. As a municipality, we want to promote the socio-community, the environment, health and education. Also, recreation, sports and outdoor activities will be privileged.
- 1.4 Demonstrate a commitment to the community.

## 2- Decision-making criteria

- 2.1 Elected officials will be responsible for applying this policy in a fair and equitable manner.
- 2.2 Requests must be made in writing to the attention of the council members and accompanied by the completed form provided for this purpose (see Appendix 1).
- 2.3 Applications must be received from a non-profit organization, institution, association or cooperative. No application from the private sector or a private company will be accepted.
- 2.4 The organization, institution, association or cooperative must carry out its activities in such way that the citizens of the municipality and the surrounding area can be involved, affected by the organization and the services resulting from it.
- 2.5 The municipality shall consider the financial assistance it has already provided to the applicant during the previous year. However, agreements already entered should not in any way constitute a commitment to the future or influence the decision to grant future donations or sponsorships.
- 2.6 All applications received, although they might meet the eligibility criteria, will not be automatically granted.

### 3- Ineligible applications

1. A private business or company.
2. An organization that has already received financial assistance from the municipality in the same year.
3. An organization or institution that stems from any religious or political nature.
4. An organization or institution located in a remote area of the municipality, thus having no impact on the community of Stanbridge East.

### 4- Analysis and processing of requests

4.1 The request must be submitted to the attention of the Municipal Council by email or in writing at least 3 weeks before the scheduled date of a regular meeting of the Council. If this is not the case, the request will be dealt with at the following month's regular meeting.

4.2 To proceed with the analysis, all the above criteria must be met, and the form (Appendix 1) must be completed.

4.3 A response will be sent by email to the applicant within a reasonable period following the Council meeting.

## APPENDIX 1



### Municipality of Stanbridge East

#### Donation & Sponsorship Request Form

|                                       |
|---------------------------------------|
| Name of the organization:             |
| #NEQ (if applicable):                 |
| Contact name:                         |
| Address:                              |
| Telephone:                            |
| Email :                               |
| Website / Other social media outlets: |
| Mission of the organization:          |
| Amount requested:                     |

Informations on the use of donations and sponsorships requested:

Impacts on the beneficiaries: