



# TOWN OF BOTWOOD

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## TOWN OF BOTWOOD DONATION POLICY

The Town of Botwood will give a donation to charitable, non-profit and recognized public service organizations upon request, subject to the guidelines listed below:

1. Must be a community of Botwood program or project; or organization of which the Town of Botwood is associated.
2. Must be a charitable or a non-profit organization and/or a recognized public service organization.
3. It is the intent of this policy to eliminate, wherever possible, a contribution which would result in double giving, i.e. by residents and the Town Council.
4. Groups have to show evidence of having raised some of the required funds or be in the process of doing so.
5. Where practical, the town may allow the use of its facilities for benefit purposes, which may or may not be in addition to a financial contribution to the groups or individuals.
6. Age will not be a factor if the necessary guidelines are met.
7. Council shall determine the amount of the donation.
8. A community disaster, inside or outside Botwood would rate special consideration by Council and will not be restricted by these guidelines.
9. Suitable recognition of the town's contribution should be made and where appropriate Council to be represented at functions, dinners, etc.
10. Donations may be monetary or through the provision of goods or services.
11. All donations will be subject to availability of funding in the current municipal budget.
12. All donation requests must be in writing with adequate information for Council to make an informed decision.

*This policy was approved by motion of Council #18-092 dated July 11, 2018. This policy was reviewed and approved by motion # 26-064 of Council dated March 11, 2026.*

Myra Budgell, Mayor

A. Rowsell, Town Clerk