



## DONATION POLICY & PROCEDURES

### **General Policy**

The Town of Atoka is committed to positively impacting the community by providing financial assistance to local schools, churches, organizations and charities. Under Tennessee State Law, the Town may allocate funding to non-profit charitable or non-profit civic organizations that, in the Town's 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 attempts to fulfill as many requests as possible and cannot guarantee that every donation request will be met. Funds for donation are approved each year during the annual budget process and then allocated by a resolution of the Board of Mayor and Aldermen during the fiscal year.

### **Area of Focus**

The Town of Atoka 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 remain in good standing with the Town.

### **Exclusions**

The Town of Atoka is unable to honor requests or make contributions to the following:

- Donations to labor, social or political groups.
- Donations to benefit specific individuals or families.
- Donations of goods or services intended for online auctions.
- Donations of goods or services intended for resale.

### **Application**

- Donation requests exceeding \$250 must be submitted on the Town of Atoka's "Donation Request Form" by May 1 of each calendar year.
- Donation requests for less than \$250 must be submitted on the Town of Atoka'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. The areas in red **MUST** be filled out completely for us to process your request.

## **Processing**

- Please allow a minimum of **three weeks** to process your donation request.
- Declined Requests: The requesting organization will receive notification via e-mail indicating the request has been declined and the reason for the decision.
- Approved Requests: The approved donation will be mailed to the organizations mailing address provided on the Donation Request Form.
- All donation decisions made by the Town are final and will be mailed according to the date of the event and/or date donation is needed.

## **Requirements for Approved Requests**

Organizations receiving funding from the Town of Atoka shall comply with all requirements of Section 6-54-111 of the Tennessee Code Annotated and Title 4, Chapter 3, Section 1 of the Internal Controls and Compliance Manual for Tennessee Municipalities.

The organization will be required to submit an annual report of its business affairs and transactions and the proposed use of the municipal assistance.

## **Acknowledgement**

**Please acknowledge that you have read and understand the Donations 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:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_



**DONATION REQUEST FORM**

**Instructions:** Please read our Policy and Procedure document before completing this Donation Request Form. The areas in red MUST be filled out completely for us to process your request.

**About the Organization**

Name of Organization	Federal Tax ID #
Mailing Address	Phone
City / State / ZIP	Email
Contact Person	
Have you previously requested a donation from the Town ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when ?  If yes, was it approved ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization's mission statement	

**About the Program**

Is this request for a one-time event of an ongoing program ? <input type="checkbox"/> One time <input type="checkbox"/> Ongoing	If a one-time event, what is the event date ?
Description of event or program associated with the requested donation	

**About the Request**

Requested donation amount	Number of people served by event/program
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