**CITY OF WINNER**

**Policy for Administration of Subsidies and Donations to Eligible Organizations**

**Purpose**

This policy is established in effort to provide fair and equitable donation funding to eligible charitable and nonprofit organizations in the city of Winner and to provide procedures to apply for and receive funding of non-profit/charitable groups, events, services, and programs that benefit residents in the City of Winner.

**Organizational Donation Policy**

Background

It has been the practice of the City of Winner to allocate limited donation funding from the city’s General Fund to support a variety of community-based programs and activities conducted by charitable/non-profit organizations. In order to ensure that a uniform process is followed in the appropriation of city General Funds requests that are annually submitted to the city, the following guidelines will be followed.

**Definitions**

"Financial assistance” shall mean any municipal donation encompassing all forms of direct cash payments for eligible activities.

“Non-profit organization” shall mean any non-profit/charitable organization recognized as a tax-exempt IRS approved 501.C.3/4 and/or recognized as a legally tax-exempt organization under South Dakota law. A local community groups that is not technically registered as a legally tax-exempt organization may also qualify so long as the group certifies to the Finance Committee that they are, in fact, non profit, and that all funds raised are spent in the community-based activities conducted by the organization.

**Introduction**

This policy has been established by the City Council to provide guidelines to eligible non-profit organizations that are seeking financial assistance

**Not Eligible for Financial Assistance**

The following will not be eligible for financial assistance from the City of Winner under this policy:

a. Social assistance services that are provided by other government agencies.

b. For-profit organizations

c. Organizations with political affiliations

d. Organizations serving as funding sources for others, e.g. service clubs.

e. Faith organizations where services/activities include the promotion and/or required adherence to a faith.

f. Political candidates.

**Process and Conditions**

Initial decisions on providing funding requests will be made by the Finance Committee of the City Council as part of the budget development process. Prior to the Finance Committee considering any request for funding, the eligible entity must submit to the Finance Officer its budget, financial statement, and income & expense statement for the most recent previous year, a detailed budget for the current year, and a letter setting forth the specific amount that is being requested.

The making of a request, and the providing of the required documentation, do not guarantee the awarding of any funding to the entity. Previous year’s funding allocations will not be considered and each application will be reviewed on its own merit.

The Finance Committee shall create a worksheet with each eligible entity to which it decides to donate funding, which shall be presented to the City Council with the fiscal budget. Upon approval of the budget by the Council, the list of donations funded will be tentatively approved.

In the fiscal year for which the budget was approved, the eligible entity shall arrange to appear before the City Council at a time when it wishes to receive the ~~t~~ donation funding. They will present their request to the Council and will answer questions presented by the members of the Council.

The final approval of the donation funding will require a motion, second, and approval by the City Council. Such approved amounts may be added to the claims list at the same meeting of the City Council which, when approved, will authorize payment to be made to the entity in the approved amount.

The City of Winner, the City Council, and the Finance Committee, reserves the right to deny or approve any/all requests

*Adopted June 21st, 2021*