



Policy Title	Community Supports and Donation Policy		
Department	Council	Policy Number	CNL-001-2026
Effective Date	April 21, 2026	Revision Date	NEW

1. Policy Statement

The Town of Fairview supports local non-profit organizations, events, and initiatives that contribute to a vibrant, healthy, and economically sustainable community.

This policy establishes a fair, transparent, and consistent process for providing financial and in-kind support.

2. Purpose

The purpose of this policy is to:

- Support initiatives that benefit Fairview residents
- Promote community pride, recreation, and culture
- Encourage economic activity and tourism
- Ensure responsible and equitable use of municipal resources

3. Scope

This policy applies to all requests for:

- Financial contributions (grants/donations)
- Waived or reduced facility fees
- Use of Town equipment or services
- Promotional support

Exclusions:

This policy does not apply to funding provided through:

- FCSS programs
- Operating or capital budget allocations
- Formal partnership or sponsorship agreements approved by Council
- Town of Fairview Community Services Policy - Annual Event Equipment Grant
- Town of Fairview Council Policy – Milestone Celebrations Recognitions

4. Guiding Principles

All decisions under this policy will be guided by:

- **Community Benefit:** Demonstrated value to Fairview residents
- **Fairness:** Equal access to funding opportunities
- **Transparency:** Clear criteria and decision-making process
- **Accountability:** Responsible use of public funds



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5. Definitions

Applicant – A non-profit organization, community group, or individual applying for support.

Council – The elected Council of the Town of Fairview.

CAO (Chief Administrative Officer) – The individual appointed by Council to oversee municipal operations or their designate.

Donation – Money or non-monetary support (such as facilities, equipment, or services) provided by the Town of Fairview that is not covered by another Town program.

In-Kind Support – Non-monetary contributions such as facility use, staff time, equipment, or promotional assistance.

6. Eligibility

6.1 Eligible Applicants

Applicants must:

- Be a non-profit organization, community group, or recognized volunteer organization
- Operate primarily within the Town of Fairview or directly benefit its residents
- Be in good standing with the Town (no outstanding debts or obligations)

6.2 Eligible Activities

Requests must demonstrate at least one of the following:

- **Community Profile & Awareness** - Enhances Fairview’s visibility or promotes the community
- **Economic Impact** - Attracts visitors, supports local businesses, or stimulates economic activity
- **Community Well-Being** - Enhances recreation, culture, inclusion, or quality of life

6.3 Ineligible Requests

The Town will not fund:

- Private or for-profit business activities
- Events primarily intended for commercial gain
- Organizations based outside Fairview without clear local benefit
- Political or religious activities (unless broadly community-based)
- Requests that duplicate existing municipal funding programs

7. Types of Support

The Town may provide:

7.1 Financial Contributions

Direct monetary support, subject to budget availability.

7.2 In-Kind Support

- Facility fee waivers or reductions
- Equipment or staff support
- Use of municipal spaces



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7.3 Promotional Support

- Social media promotion
- Website listings
- Community bulletin boards

8. Application Requirements

Applicants must submit:

- Completed application form
- Description of the event or initiative
- Budget and amount requested
- Explanation of community benefit
- Details of other funding sources or fundraising efforts

Deadline: Applications must be submitted at least **30 days prior** to the event.

9. Evaluation Criteria

Applications will be evaluated based on:

- Alignment with policy objectives
- Demonstrated community benefit
- Financial need and sustainability
- Applicant contribution (financial, volunteer, in-kind)
- Potential return on investment (economic or promotional)

10. Approval Authority

Type of Support	Approval Authority
Up to \$250 (or equivalent in-kind)	Department Director
251 – \$500	Council (via resolution)
\$501 – \$5,000	Council (via resolution, report required)

11. Administration

- Administration will review all applications and may request additional information including:
 - Details of fundraising efforts undertaken by the applicant
 - The total budget for the event or activity
 - The applicant’s contribution, including volunteer time, in-kind support, and financial contributions
- Applications may be forwarded to Council for decision
- Applicants may be invited to present to Council



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12. Conditions of Funding

Approved applicants may be required to:

- Acknowledge the Town of Fairview in promotional materials
- Provide a post-event summary or report
- Use funds only for the approved purpose

The Town reserves the right to:

- Apply conditions or restrictions
- Reduce or deny funding
- Request repayment if funds are misused

13. Budget

All support is subject to:

- Annual budget allocation
- Availability of funds

Approval is competitive and not guaranteed.

14. Multi-Year Funding

Council may approve multi-year support for significant community benefits; however:

- Annual review may still be required
- Continued funding is not guaranteed

15. Policy Review

This policy will be reviewed every **four (4) years** or as required by Council.

Schedule A – Application Form (Summary)

Applicants must provide:

- Organization name and contact information
- Event or initiative details
- Type of support requested
- Funding amount and budget breakdown
- Description of community impact

Schedule B – Application Guidelines

Council may use Schedule B as general guidance.

SIGNATURE

Chief Administrative Officer: 
Date: April 22, 2026



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Schedule A – Application Form

1. Organizational Information

Organization Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Town/City: _____ Postal Code _____

2. Event / Initiative / Benefit Details

Name of Event/Initiative/Benefit: _____

Event Dates: _____

Location: _____

Brief Description: _____

3. Type of Support Requested

<input type="checkbox"/> Monetary Contribution	Amount Requested: \$	_____
<input type="checkbox"/> Facility Use (waiver/reduction):	Facility Requested:	_____
	Dates/Times:	_____
<input type="checkbox"/> Equipment Services	Details:	_____
<input type="checkbox"/> Promotional Support	Details	_____

4. Financial Information

Total Event Budget: \$ _____

Amount Requested from Town: \$ _____

Other Funding Sources (confirmed/pending): \$ _____



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5. Community Benefit

Describe how this initiative benefits the Town of Fairview (check all that apply):

- Enhances community profile or awareness
- Provides economic benefit
- Promotes community well-being, recreation, or culture

Provide detailed information:

6. Applicant Contribution

Fundraising efforts undertaken:

Volunteer Contributions:

In-kind or financial contributions:

7. Declaration

I certify that the information provided is accurate and complete.

Name: _____
 Signature: _____
 Date: _____

For Office Use Only	
Date Received:	_____
Reviewed By:	_____
Recommendation:	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Information Required
Approved Amount/Support:	_____
Resolution Number	_____



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Schedule B – Community Support Guidelines & Funding Levels

1. Purpose

This schedule provides general guidance to Council and Administration when determining appropriate levels of support. All amounts are subject to budget availability and Council discretion.

2. Funding Categories

A. Community Profile & Awareness

Type of Event	Suggested Support
Local community events (e.g., tournaments, festivals)	Up to \$500
Annual or recurring events	Up to \$1,000
Conferences with Town participation	Up to \$1,500 or in-kind support

B. Economic Impact / Tourism

Type of Event	Suggested Support
Regional events attracting visitors	Up to \$5,000
Major tourism events or multi-day festivals	Case-by-case (Council approval required)

C. Community Well-Being & Civic Pride

Type of Initiative	Suggested Support
Local sports teams and community groups	Up to \$250
School or youth activities	Up to \$250
Community clean-up or volunteer initiatives	Up to \$250
Charitable or seasonal events	Up to \$500

3. Additional Provisions

- Council may approve support outside these ranges where justified.
- In-kind contributions (facility use, equipment, staff time) may be considered equivalent to monetary values.
- Funding requests exceeding \$5,000 require a formal Council report.
- This schedule is intended as a guideline only and does not guarantee funding.

4. Notes

- Requests are competitive and subject to annual budget allocations.
- Council may consider sponsorship opportunities separately from this schedule.