

RESOLUTION NO. 2019-13

A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA REPEALING RESOLUTION 2012-14 AND ADOPTING A NEW FERGUSON TOWNSHIP DONATION POLICY.

WHEREAS, the Board of Supervisors is responsible for annually appropriating funds as part of the budgeting process; and

WHEREAS, the Board of Supervisors regularly receives requests for funding from various community organizations for a variety of worthwhile initiatives and program; and

WHEREAS, the Board of Supervisors is desirous of amending its Donation Policy to be better suited to react to donation requests and determine whether each request merits funding; and

WHEREAS, the revised Ferguson Township Donation Policy has been attached hereto as Exhibit "A" and made part of this Resolution.

NOW THEREFORE, the Ferguson Township Board of Supervisors hereby repeals Resolution 2012-14 and establishes a new Ferguson Township Donation Policy attached hereto as Exhibit "A".

RESOLVED this 1st day of April, 2019.

TOWNSHIP OF FERGUSON

By: 
Steve Miller, Chairman
Board of Supervisors

[SEAL]

ATTEST:

By: 
David Pribulka, Secretary

Exhibit "A"



TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801
Telephone: 814-238-4651 • Fax: 814-238-3454
www.twp.ferguson.pa.us

Ferguson Township Donation Policy

Adopted – June 4, 2012

Revised – April 1, 2019

Purpose.

The purpose of this policy is to establish a process by which organizations may submit requests for donations, either in-kind or financial, to support community organizations, events, projects, or programs.

Eligibility.

Donations approved by Ferguson Township shall be used for the benefit of the residents of Ferguson Township to improve quality of life, increase awareness, enhance community capacity and sustainability, and enhance the Mission, Vision, and Values of Ferguson Township. It is not required that the event or organization for which the donation is being requested be located in Ferguson Township.

Exclusions.

The Township will not approve donation requests that support political parties or campaigns; individuals or individual families; or for-profit events. The Township Manager shall be authorized to further exclude donation requests which, at his or her determination, are deemed to be inappropriate for consideration by the Board of Supervisors.

Donation Requests.

Requests for donations will be accepted on a *rolling* basis, meaning they may be submitted at any time throughout the calendar year. It is strongly recommended that donation requests be submitted no later than September 30th of the calendar year prior to the donation being needed to allow the appropriation to be included in the upcoming fiscal year's budget. In all cases, requests for donations shall be submitted to the Township Manager *no later* than sixty (60) days prior to the funding being needed.

Requests for funding shall not exceed an amount of one thousand dollars (\$1,000.00). Only one request per organization or event shall be considered in a calendar year. All requests for donation shall be submitted in writing using the *Donation Request Form*, which is available on the Township's website. The form shall be submitted either via email, standard mail, or delivered in person to the attention of the Ferguson Township Manager. Any supplemental material shall be limited to two (2) pages or less and attached to the Donation Request Form.

Submission Requirements.

All requests for donations shall include the following:

- A completed Donation Request Form;

- The date and time of the event for which a donation is requested, if applicable;
- The specific amount of money or in-kind service, including whether staff support from Ferguson Township would be requested as part of the donation (for example, if a table or booth is to be staffed by Ferguson Township);
- A brief description of the project, program, or event for which the funding will support and how it may benefit residents of the Township, Centre Region, or Centre County. The description should include a specific benefit or outcome and how it hopes to positively affect quality of life;
- A demonstration of need;
- Any previous funding granted by Ferguson Township; and
- Any recognition or acknowledgement the Township will receive as a result of the donation.

Review Guidelines.

The Township Manager shall review all Donation Request Forms and supplemental information for completeness and adherence to this Policy. Completed applications shall be placed on the Consent Agenda of the following Board of Supervisors Regular Meeting, provided the application is received no later than one (1) week prior to the scheduled meeting date as is provided for under Section 2.20, Citizen's Right to be Heard of the Home Rule Charter. Applications may be removed from the Consent Agenda at the request of any individual Board member and placed on the agenda under New Business for further discussion and action.

Consideration of approval of each donation request *may* include, but shall not necessarily be limited to the following:

- Eligibility of the group requesting the donation under the provisions of this Policy;
- Assessment of overall contribution to the community of the event, program, or project for which a donation is being requested;
- Potential economic or other benefits to the community at-large or organization sponsoring the event (i.e. fundraising for a non-profit organization or community group; additional revenue generated for local businesses and agriculture, provided the event or program is not for the sole benefit of an individual business; or increased exposure or awareness of a public cause or effort related to community well-being); and/or
- Consistency with the Ferguson Township Mission, Vision, and Values Statements; and/or Strategic Plan.

As noted above, the Township Manager reserves the right to reject any requests for donations that he or she deems inappropriate for consideration by the Board of Supervisors. Rejection of a request for donation from the Board of Supervisors shall be final and not subject to appeal.