



**SUBJECT**

Donations, Grants and Gifts

**SECTION**

Community Responsibility & Involvement

**PURPOSE** The Slocan Valley Co-operative Association recognizes a responsibility to being a meaningful contributor in bettering the lives of our member-owners and community. The goal of this policy is to support charitable, non-profit, and community organizations that will promote the Co-operative's values and create a positive awareness in the community.

**PLANNING & BUDGETING**

The Member Relations Committee and the General Manager shall plan and identify the key areas of giving during the annual business planning process. The budget for the following year for two categories: Member Relations and Donations, will then be established based on these allocations.

1. Program Eligibility

a. Programs that are eligible include:

- i. Groups must reside and be active in our trading area.
- ii. Preference given to Slocan Valley Co-op member-owners, registered non-profit, registered charitable organization, or a community service co-operative.

b. Programs that are not eligible include:

- i. Those that support religious or politically-affiliated organizations.
- ii. Those that are third-party fundraising campaigns, or which less than 100% of the proceeds would be donated to the fundraiser recipient.

2. Forms of Contribution

- a. Gifts-in-kind (Gift Card or Co-op Label Product Gift Basket) with a maximum value of \$100 will be considered for events or fundraisers with no charitable status. The General Manager will examine and decide upon all applications up to the quarterly limit set in each annual budget.
- b. Sponsorship requests of contributions over \$100 to a maximum of \$250 will be considered for, (1<sup>st</sup>) applications pre-approved for the annually-developed recipient list; and (2<sup>nd</sup>) new applications without prior approval, subject to the quarterly limit set in each annual budget. Based on the input of the application, it will be the Board of Director's discretion as to whether the contribution will be made in the form of a Cheque, or Gift Card (Card to be used for in-store product purchase).

3. Process

All applications must be completed in full, and must include the following:

- a. Information on the organization including mandate and objectives
- b. Revenue Canada charitable registration number (if applicable)
- c. Type and amount of support requested
- d. Use of funding
- e. Proposed recognition method

Gifts-in-kind applications will be reviewed by the General Manager. Sponsorship applications will be forwarded to the Board of Directors for review on the next scheduled, monthly Board meeting.

*You're at home here.*



**Slocan Valley Co-operative Association**

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**Request for Donation, Financial Support or Sponsorship**

We encourage you to review our donation policy eligibility criteria at our website at [www.slocanvalleycoop.ca](http://www.slocanvalleycoop.ca)  
Select the RESOURCES tab, then Donations & Sponsoring. An ONLINE FILLABLE copy of this form is also available.

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title / Role: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Member Number: \_\_\_\_\_

Email: \_\_\_\_\_

Charitable Donation Number (if applicable): \_\_\_\_\_

What is the primary focus of your organization? \_\_\_\_\_

Tell us about your event / activity: \_\_\_\_\_

What form of support are you seeking? \_\_\_\_\_

Tell us about your overall event/project funding objectives including other expected sources of funding?

Date of event? \_\_\_\_\_ Location: \_\_\_\_\_

By what date would you require the donation? \_\_\_\_\_

What Recognition is provided for donation? \_\_\_\_\_

Please send a copy of this form to [info@svcoop.ca](mailto:info@svcoop.ca) – or delivery to our Administration Office in Slocan Park.

**- OFFICE USE ONLY BELOW THIS LINE -**

Viewed: \_\_\_\_\_ Forward to Committee? YES NO

Decision: \_\_\_\_\_ Donation Type: \_\_\_\_\_

Value of Donation: \_\_\_\_\_ Signed: \_\_\_\_\_

*Information on this form will also be used to determine future donation contributions and for budgetary purposes*