

Adopted May 13, 2009

## Town of Chevy Chase Contribution Policy

### **Recitals:**

From time to time, the Town of Chevy Chase, its Town Council and its Committees have been asked by individuals or organizations to contribute funds for charitable purposes.

The Town Council recognizes that primary purposes for which Town funds should be expended are those identified in the municipal charter and Article 23A of the Maryland Code.

The Town Council finds that there are circumstances in which another organization may be providing facilities or services that correspond to the purposes for which Town funds may be expended.

The Town Council finds that establishing a policy regarding contributions will provide for the equitable and consistent treatment of those requesting contributions and help to ensure that Town contributions are used for purposes consistent with the Town's general authority under the municipal charter and State law.

### **Now Therefore be it Resolved by the Town Council that:**

The Town Council may make, but shall not be required to make, a contribution if the following criteria are met:

1. The Town Council may make expenditures for public purposes, including but not limited to grants and donations to organizations providing services or programs benefiting the Town and its residents.
2. The contribution will provide a direct and material benefit to a significant number of Town residents.
3. The contribution will support a capital improvement or other extraordinary need of a public institution, program or facility, as distinguished from supporting a current operating budget.
4. The contribution will supplement and not supplant funds from the requestor's primary funding source.
5. The contribution is important to the success of the project.
6. The request must be made by a Town resident.
7. The recipient of the contribution must be a governmental or quasi-

Adopted May 13, 2009

governmental entity or a tax-exempt organization under Section 501 (c) of the Internal Revenue Code that supports a public institution, program or facility.

8. Requests for donations may be made at any time in the calendar year, but must be made in writing and must contain the proposed use of the requested funds and the anticipated timing of the expenditure of the requested funds. Tax-exempt organizations must include documentation of their 501(c) status.
8. The recipient of any donation or contribution must commit the funds to the use specified in the written request and must provide the Town with a report and receipts documenting that the contribution was used for the purpose(s) for which it was made. The Town Manager will ensure that such documentation is received in a timely fashion.