

Cumberland Community Association

Donations Policy

NOTE: Upon approval of these guidelines, they shall be included and form a part of the Cumberland Community Association (CCA) Constitution and as such be evoked whenever a request or motion requesting a donation is presented to the Committee.

When considering donations from the Cumberland Community Association, the following guidelines shall be followed:

- All requests for donations from the CCA shall be reviewed by a committee comprised of the President, Vice President, Secretary, Treasurer and Sub-Committee Leads. At minimum, there shall be at minimum, four (4) members present to consider donation requests. The decision for making donations shall not be up to the general assembly of the CCA but be limited to the committee noted above. The Committee will discuss in camera and must achieve a majority vote prior to making the donation. The decision shall be based upon the eligibility evaluation criterion in the accompanying table and general discussion by the committee on the benefits to the Community of the project/activity.
- The Treasurer shall present an expenditure forecast to the committee based upon historical data and predicted activities for the upcoming year so that financial impact of the donation on future activities of the CCA budget may be properly assessed.
- To be eligible for a donation, the organization or charity must score a majority of “YES” answers in the qualifying criteria table below. Each member of the board shall complete the scoring table to provide an unbiased accounting of the project and requesting group.
- Records of the point evaluation, discussions and executive decision shall be retained as minutes for future reference.
- Requests or proposals for donations shall be recorded in the CCA General Meeting Minutes and taken as an “Action Item” necessitating action by the committee identified above. Results of the decision must be presented at the following General Meeting. The requesting individual or group may be notified immediately of the Committee decision.

EVALUATION CRITERION FOR DONATIONS

FROM THE CUMBERLAND COMMUNITTEE ASSOCIATION:

	YES	NO
<p>Does this organization have a history of contributing to the Community?</p> <p>When considering this item, do activities and functions of this group benefit the general population of Cumberland or only the members of the organization? Many churches for example have fund raising activities but the proceeds remain primarily within that group and are not targeted to “community” projects such as setting up a park or playground.</p>		
<p>Is this request for a specific project/activity, and not for general support of the requesting group;</p> <p>It should be clearly demonstrated and traceable that the funding provided by the CCA will go towards a specific community goal and not towards the general operating expenses of the organization.</p>		
<p>Has it been demonstrated that this project/activity will clearly benefit the <u>community in general</u> and not a specific focus group or sub-set of the requesting group.</p> <p>As all of the CCA funds are derived from the public it must be clearly demonstrated that they are returned to the “general” population in a way that benefits as large a segment of the Cumberland population as possible. Donations to groups, organizations or clubs where the funding will primarily only benefit the membership of that group are not considered good use of public funds.</p>		
<p>Has the individual/organization requesting the donation demonstrated that there is support for this project/activity from the general community (outside of the requesting organization)</p> <p>The general public should be aware of the project and support it.</p>		
<p>Has the individual/organization requesting the donation demonstrated that there is support for this project/activity from other individuals/organizations in the form of funding?</p> <p>Depending upon the scope of the project, the CCA should not typically be the only benefactor of a project.</p>		

<p>Will this donation benefit the people of Cumberland</p> <p>We must consider the community impact, usability and benefits of the project. Who will use it, is it accessible to the public. Will the entire Cumberland area benefit from the project and have unrestricted access/use or only a small group? The greater the community benefit the better.</p>		
<p>Will this donation benefit the people of Ottawa East</p> <p>In some cases, charitable donations may benefit people outside of Cumberland. The CCA should attempt to focus on the Eastern regions of the city if possible.</p>		
<p>TOTALS</p>		