



Village of Dimondale • 136 N. Bridge St. • P.O. Box 26 • Dimondale, MI 48821 • 517.646.0230

Donations Policy

Adopted: December 12, 2022

Donations Acceptance

I. Purpose

The purpose of this section of the policy is to provide guidelines for the acceptance of donations, and expectations for the use of those gifts or funds generously donated by any individual, firm, or corporation to the Village of Dimondale. Historically, the Village has been fortunate to be the recipient of donations from the community. This policy aims to provide donors with transparency for how their donation will be used in the future. It also aims to guide the use of those funds to further the various goals of the Village.

Guidelines/Standards established by this policy shall apply to all donations/gifts made after the effective date of this policy. This policy may be amended, repealed, in whole or in part, by the Village Council at its sole discretion.

II. Guidelines/Standards for Accepting a Donation

Donations shall only be accepted if they further a goal or otherwise benefit the Village. Donations to the Village shall comply with the following criteria:

1. Donations shall not cause conflict with any adopted plan or vision of the Village, or any applicable state or federal law, or statute.
2. Donations shall not cause an increase the Village's workload or operational costs unless an exception is made by the Village Council.
3. Conditioned donations to the Village will be deposited to the Fund for which the intended use of the donation is to be achieved.

4. All donations or gifts, once accepted, become the sole property of the Village unless determined otherwise by the Village Council in writing. The Village has no obligation to return any accepted donation as all donations are final and irrevocable. The Village has the final authority to relocate, remove, dispose of, rehabilitate, or otherwise manage any donation at any time with or without notice to the donor.
5. When deemed appropriate by the Village council, recognition for a substantial donation shall be made by means approved by the Village council. This may be in the form of signage, plaques, markings, or other appropriate means of acknowledgment. All formats and language for such recognition shall be approved by the Village Council.
6. Proposed donations or gifts shall not promote any political, religious, or business advertising activities, or be of a nature that could reasonably cause offence or the appearance of impropriety.
7. Conditioned donations shall be accompanied by a Donation Agreement Form and shall be approved by the Village Council.
8. Donations above \$5,000 shall be approved by the Village Council.
9. In accordance with IRS Publication 1771 “Charitable Contributions – Substantiation and Disclosure Requirements”, the Village shall provide written acknowledgement of all gifts, donations, and bequests received in excess of \$250 to the donor.

III. Procedure for Making a Donation

Donations can vary greatly, therefore the review process shall be on a case-by-case basis with a few guidelines to be followed. Those wishing to make a donation should contact the Village Manager to discuss the proposed donation and the process for review/acceptance. The donor may be asked to submit additional information if requested by the Village Manager. The Village Manager may also require a Donation Agreement Form to be filled out prior to accepting a donation.

The Village Manager shall have the authority to accept or reject donations up to \$4,999 per donation. When approving donations of less than \$5,000 the Village Manager shall base their decision upon the criteria listed in Section II of this policy, Guidelines/Standards for Accepting a Donation.

Conditioned Donations: If a monetary donation exceeding \$250 is conditioned or donated specifically for a new public improvement project, memorial, work of public art, tribute, or other specific purpose narrower in scope than the general purpose of the Fund for which it is intended, the donor shall complete a Donation Agreement Form. The Donation Agreement shall not take

effect until the donation is formally accepted. A conditioned donation does not entitle the donor to dictate project specifics.

Gifts of Real Property: The Village Council shall approve or reject all donations of real property. The Village Manager shall review any proposed donation of real property and make recommendations to the Village council for its acceptance or rejection. Proposed donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested by the donor.

The Village Council shall have the full and final authority to accept or reject all donations.

Charitable Contribution

I. Purpose

This purpose of this section of the policy provides guidelines for Contributions by the Village of Dimondale to non-profit organizations. This may be acceptable for events or projects which all Dimondale residents may attend or derive benefit from. Additionally, Contributions to civic, charitable or social organizations should only be made in rare and exceptional circumstances and where a public purpose is served. Village officials generally should allow residents to make their own choices with regard to contributions to civic, charitable or social organizations rather than to determine these choices for residents through the use of the Village's taxation and expenditure practices.

II. Guidelines/Standards for making a charitable contribution

In furtherance of this policy, the following standards shall be applied in evaluating requests for contribution of Village funds to non-profit organizations:

1. The organization should provide services that promote the health, safety and welfare of Dimondale residents. The organization must define the public purpose to be served in writing.
2. The organization should provide services that are local in nature. For purposes of this standard, local is used in the Village sense, rather than the Township or County sense. Contributions may be made to Township or county-wide organizations, but the primary use of the Village's funds shall be to benefit Dimondale residents.
3. The organization should provide services that are generally available to all residents of Dimondale. Access to benefits should not be limited by reason of age, sex, religion, geography, business activity, etc.

4. The organization should provide services that would be appropriate for the Village itself to perform if it did not choose to provide this service through contributions to a non-profit organization.
5. The organization should not provide services that duplicate services that are already being supplied to Dimondale residents by other governmental agencies.
6. Where the organization provides services on an individual basis, the organization should not provide services that represent entitlements to any person for reasons of age, sex, race, religion or any other reason except the individual determination of need on a humanitarian basis.
7. Village contributions should be limited to no more than twenty-five percent (25%) of the operating budget of the organization for the designated function.
8. The organization should not be an organization that is already getting broad support from the general public either through direct solicitations or through participation in the United Way or similar fund drives.
9. The Village shall not contribute to or collect for any individual person.

III. Procedure for Making a Contribution

Any contribution shall be authorized by a resolution of the Village Council. Any contribution exceeding two hundred dollars (\$200) shall require a written agreement between the Village of Dimondale and the organization. Said agreement shall designate the public purpose for which the contribution is intended and shall receive the approval of the Village Council prior to the disbursement of public funds.

Ordinary Expenses

The Michigan Supreme Court said that “ordinary expenses can never include less than necessary expenses in administering township government according to the statutes in such manner as best to promote the convenience, peace, health, prosperity and happiness of the people residing therein” (*Michigan Institute of Local Government, Local Government Outlines, Unpublished Report 1957, p.1*).

I, Denis S. Prisk Jr, Clerk of the Village of Dimondale, certify that the foregoing policy is a true and complete copy of a policy adopted by the Dimondale Village Council at a regular meeting held on the 12th day of December, 2022.

Date

Adopted 2.14.00

Denis S. Prisk Jr