Charitable Donation Policy
CITY OF STOUGHTON
Qualifications

1. Charitable donations may be made at the discretion of the City Council, based on a recommendation from CA/CP and Finance Committees, to any registered secular non-profit corporation or association within the community.
   - Applicant must supply a copy of proof of non-profit registration.
   - Applications from Organizations that are not registered as a non-profit corporation or association are not encouraged, but the council may consider exceptions on a case-by-case basis.
2. Funding requests from taxing entities will not be considered as charitable donations, but may be considered on their merits by the council on a case-by-case basis.
3. Donations to religious organizations will not be considered.
4. Donations to and for individuals will not be considered.
5. Donations requests are approved only for a single budget year. A new application must be submitted each year.

Application

1. All Charitable requests will be submitted on a complete Charitable Request Form obtained from, and returned to, the Stoughton City Clerk's Office at least fourteen (14) days before a regularly scheduled CA/CP Committee meeting.
2. Completed Charitable Request Forms will then be referred to the CA/CP Committee for review and possible recommendations to the Finance Committee, based on the following qualifications and guidelines.
3. *A representative from your organization must appear before the CA/CP Committee in order to present your request and answer questions. If no representative appears, your request may be tabled or denied.*

Review Criteria & Questions

1. What are the long-term benefits to the community.
2. How many city residents impacted by the donation?
3. Are there other sources of funding for this project?
4. What are the impacts to the city and its citizens if this request is not funded?
5. Is this an existing organization or start up?
6. Has the city contributed in the past?

Requirements

As a condition for receipt of a charitable donation from the city the recipient organizations shall provide the city, in a timely manner, with specific documentation (i.e., copies of receipts, or signed letter detailing disbursement) of how the Town's funding was spent.

Please print the Application out and return it to the Clerk

[Charitable Donations Application]