

# Tahoe City Public Utility District Policy

## Donations to the Community Policy

### I. PURPOSE

This Policy is established to provide guidelines for the prudent and transparent administration of Donations to the community to ensure the Donation serves a valid public purpose; that the expenditure falls within the specifically enumerated powers of the District; and provides the best value for the District's investment and overall community benefit. The Policy will assure a fair and open process is used in the allocation of Donations to the community.

### II. POLICY OVERVIEW

The District may provide Donations to organizations or public agencies for programs that provide a high level of benefit to Constituents. This Policy has funding limits, processes, and eligibility criteria. The Donation should fund specific programs, events, or projects, as opposed to organizations or public agencies in general. Requests for donations should be for programs or events operated by an organization or public agency, as opposed to a contribution to general operating expenses. The intent is that the public will receive recreational, educational, entertainment, safety enhancements, or other value from the program or event, and the Donation will enhance the awareness of and goodwill towards the District.

### III. DEFINITIONS

As used in this policy, the following terms shall have the meanings specified below:

- a. District - The Tahoe City Public Utility District (District or TCPUD).
- b. Donation - An In-Kind Donation provided by the District.
- c. Donation Committee - A committee consisting of at least two of the three following positions: General Manager, Chief Financial Officer, and/or a District Department Manager.
- d. In-Kind Donation - Any voluntary contribution of services, use of District property, equipment, or resources of any means, for which no return service or payment is expected other than for benefit to Constituents and recognition of the District and its Mission. This includes, but is not limited to District staff time, equipment, use of facilities and or/programs.
- e. Mission - The purpose and objective of the District, as described in the District's Mission Statement set forth below:

#### **Mission Statement**

*The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.*

- f. Organization - Educational institutions, public agencies, service clubs, or groups, and not-for-profit entities.
- g. Policy - This "Donations to the Community Policy."
- h. Program - A celebration, event, fundraiser, recreational or educational activity that demonstrates a public benefit and/or community program held for the primary purpose of raising funds for a non-profit organization serving the Constituents and for which other intrinsic, recreational, entertainment, or

educational value is provided for the benefit of Constituents and the advancement of the District's Mission.

- i. Constituent - Residents, property owners, ratepayers, business owners, and voters within the District's boundaries.

#### **IV. PROCESS**

##### **General:**

A one-page Donation Application (Application) shall be available online on the District website and/or available at the District Office. Requests for Donations for eligible organizations, events, and programs will be considered upon receipt of an Application, no less than 45 days and no more than six months before the program or event date. Donations will only be provided for programs, events or projects and organizations meeting the eligibility criteria stated in this Policy. The Donation Committee shall review and act upon Applications for Donations totaling less than \$1,000 by either approving them, with or without conditions or denying them. Any request for a Donation over \$1,000 in total value shall be brought to the District Board of Directors for review and action by either approving them, with or without conditions, or denying them.

The District will consider the following as positive factors in its review of a request for a Donation:

1. A Program that will provide for local youth, or other underserved populations
2. A Program that is non-revenue generating (i.e., no participant fees or vendor fees will be charged)
3. A finding that the facility use fee will create a financial hardship on the organization or will have a detrimental effect on the services provided to the public.

Applications will be processed in the order they are received. Applications shall be reviewed for District benefit, eligibility, and financial impact. Application processing and approval timeline is typically 45 days or less. Any specific requests made by the District as a requirement to receive a Donation must be followed according to District policies and instructions.

District Staff shall be responsible for accounting for all Donations made and shall keep a list of all organizations, events, and programs receiving Donations under this Policy and shall report Donations annually to the Board of Directors.

##### **Application Requirements:**

Each request for Donation shall require the applicant to submit a completed Application, detailing:

1. The name of the organization requesting the Donation; contact information for the authorized representative of the organization; and the organization's purpose/mission.
2. The name of the program or event and relevant details, including dates, times, and location.
3. Explanation of how the Donation will be used.
4. Explanation of how the proposed program, partnership or event will benefit Constituents
5. Include estimated number of constituents benefited or served.

The District may request additional information as necessary to determine the applicability of the request under this Policy.

##### **Funding Limits:**

The Board of Directors can determine the amount of funds available under this Policy each year. Individual Donations under this Policy typically shall not exceed \$1,500 or two awards per organization, per calendar year (whichever is met first), unless otherwise approved by the Donation Committee or Board of Directors.

### **Eligibility Criteria:**

1. The District will not award Donations to any religion, church, creed, or sectarian organization to promote religious purposes. Religious organizations are not excluded from Donations; however, the purpose of the program must be as described in the definitions section of this policy and shall not serve to promote a religious message as the primary purpose.
2. Political organizations and/or individual campaigns are not eligible for Donations for programs they conduct.
3. Programs that discriminate on the basis of age, race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry or national origin are not eligible for Donations.
4. Individuals are not eligible for Donations.
5. All programs or events must provide a benefit to the Constituents.
6. Programs must be open to the public and charge only nominal and reasonable participant fees, where such fees and associated revenue are used to offset program costs or are part of the fundraising effort, to be eligible for Donations.
7. The sponsoring organization must agree to do the following:
  - a. Obtain all required permits, clearances, insurances, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable District policies and procedures, if applicable.
  - b. Acknowledge the support of the Tahoe City Public Utility District where appropriate, and include on all printed information and advertising related to the event for which the Donation was provided. Use of the District logo shall be subject to review and approval by the General Manager.
  - c. Allow the District to have a sponsor booth at the program/event if the District so desires (at programs/events where a sponsor booth is appropriate) to distribute information regarding the programs and community services the District provides. This booth, space, and admission to the event shall be provided at no cost to the District. If necessary, the District can provide its own booth and setup.
  - d. Donation recipients must agree to place a banner (if requested by District) recognizing the District's support of the event or program. This banner shall be placed at the facility for the duration of the program or event. The General Manager shall determine the verbiage of the banner. The District, in accordance with the size requirements of the event or program, if not provided as part of Donation, will provide the actual banner.
  - e. Provide the District with whatever benefits are afforded other sponsors of similar donation levels (i.e., logo display, sponsor table, advertising benefits, etc.).