Lakeshore Co-operative
Sponsorship and Donations Policy

1.0 Policy Statement

The Co-op proudly supports community activities, events, and fundraising efforts conducted by non-commercial organizations or groups. Assistance is provided through various methods, with decisions made in accordance with this policy, prioritizing transparency and equitable support.

2.0 General

2.1 The Co-op agrees to provide financial support in the form of specific products, gift cards, the use of equipment, or combinations thereof. Direct cash donations are not made.

2.2 Support is restricted to activities within Yellowknife, N'dilo, Dettah, Behchoko, Fort Resolution, Fort Providence, Hay River, Fort Smith and Enterprize.

2.3 Opportunities such as grocery packing, ticket sales, and car washes may be conducted on Co-op property.

2.4 No support is provided to individuals.

2.5 All support is discretionary, based on written requests and compliance with this policy.

3.0 Eligibility for Financial Support

3.1 As first priorities, the Co-op may provide financial support for:

- Community activities, events, and fundraising related to the elimination of hunger or raising awareness of hunger issues.
- Community activities, events, and fundraising related to promoting healthy lifestyles.

3.2 The Co-op may also provide financial support for:

- Community events open to the public generally or a significant portion of the public (e.g., activities related to statutory holidays).
- Cultural activities and events open to the public generally or a significant portion of the public (e.g., music festivals, artistic displays).
- Community activities and events that will raise funds for the general benefit of the residents of Yellowknife, N'dilo, Dettah, Behchoko, Fort Resolution, Fort Providence, Hay River, Fort Smith and Enterprize or a significant portion of the community (e.g., charitable foundation events benefiting the community).
- Activities and events that will raise funds for the benefit of an individual or family resident in Yellowknife, N'dilo, Dettah, Behchoko, Fort Resolution, Fort Providence, Hay River, Fort Smith and Enterprize who is suffering from a personal crises (e.g., loss resulting from a fire or illness); and
- Local activities associated with national fundraising efforts, provided such activities would have a demonstrated direct or indirect benefit to the residents of Yellowknife, N'dilo, Dettah, Behchoko, Fort Resolution, Fort Providence, Hay River, Fort Smith and

Enterprize (e.g., annual national fundraising events).

3.3 In all cases, requests for financial support must be submitted by a Lakeshore Co-operative member who is in good standing.

4.0 Financial support will not be provided for:

- Activities of government departments or agencies;
- Sports teams;
- Travel;
- Commercial daycares or day homes;
- Religious observances or promotion activities (religious groups may receive financial support for activities that are not primarily religious in nature);
- Political parties, associations, or events that are primarily of a political nature; and
- Except as noted in Section 3.2, activities that would result in a direct benefit to individuals or a small group of individuals.

3.5 All receiving financial support are required to publicly acknowledge the Co-op's support of their activity.

5.0 Major Community Donations

5.1 The Co-op has established a Major Community Donations program to proactively allocate funds to key community initiatives and organizations, ensuring a strategic and impactful contribution to our community without the need for external requests. This program is aligned with our mission to enhance community well-being and resilience.

5.2 Allocated Funds (Total Range: $30,000 - $60,000): Allocations for the upcoming fiscal year will be determined by the Board of Directors, based on strategic priorities and community needs.

5.3 Food Drive Support: The General Manager is authorized to approve up to $1,500 in support for food drives conducted on Co-op property. These funds may be used to purchase food items or provide necessary supplies to ensure the success of the event.

5.4 Implementation and Oversight: The General Manager and the Board of Directors will oversee the disbursement of these funds, ensuring that the allocations are made in accordance with the strategic objectives of the Co-op. Regular assessments will be conducted to measure the impact of these donations and adjust future allocations as needed.

4.5 Evaluation and Reporting: An annual review of the Major Community Donations program will be conducted to assess its effectiveness in meeting community needs. Adjustments to the program will be made based on this evaluation to ensure continued alignment with the Co-op's strategic goals. This review will be part of the annual report presented to the Board of Directors and made available to Co-op members to maintain transparency and accountability.

6.0 Application and Approval Process

6.1 Applications should be submitted via the designated online portal or using the form approved by the General Manager.

6.2 The General Manager may approve requests up to $1,500. Requests exceeding this amount are referred to the Board of Directors.

6.3 Applications must include a detailed plan for the use of the donation, expected outcomes, and a timeline.

6.4 Decisions are made within 30 days of application, and applicants are notified promptly.

7.0 Accountability and Reporting

7.1 Recipients are required to submit a post-event report detailing the outcomes and benefits of the supported activity, including financial accountability.

7.2 The Co-op will annually review the impact of its donations and may adjust the policy to better align with community needs.

8.0 Sponsorship and Donation Policy Authorities

8.1 The Board of Directors oversees the policy's implementation and annual review.

8.2 The General Manager administers daily operations, supported by designated staff.

8.3 Decisions by the General Manager are documented and reported monthly to the Finance Committee.

8.4 Public acknowledgment of Co-op's support is required for all activities.

Lakeshore

Donation Application Form

Lakeshore Co-operative
Donation Request Form

Applicant Information:

- **Name of Organization:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Membership Number:** _____ **(required for all applicants)** **Verified** ☐

Event Details:

- **Event Name:** _____
- **Event Date:** _____
- **Event Location:** _____
- **Expected Attendance:** _____

Request Details:

- **Type of Support Requested (Product, Gift Cards, Equipment Use):** _____
- **Requested Amount/Value: $**_____
- **Detailed Description of the Event/Activity:**

- **Objective of the Event/Activity:**

- **Expected Community Impact:**

Supporting Documents:

- **Attach detailed event plan and budget.**

Acknowledgment:

- **I confirm that the information provided is accurate and that any donation received will be acknowledged publicly in accordance with the Co-op's policy.**
- **Signature: _____**
- **Date: _____**