



Ordinance 2015-16

Ordinance establishing a policy for the submittal, review and award of Charitable Donations from the City of Morgantown

Whereas, the City of Morgantown receives requests from non-profit organizations for donations in order to assist them in achieving the goals they have set forth; and

Whereas, the City Council of the City of Morgantown is desirous of adopting a policy for the submittal of such requests by non-profit organizations, the Council's review of such requests and awards to selected organizations as a part of the budget process;

Whereas, the City of Morgantown wishes to provide a policy to set a uniform policy and process by which community organizations may obtain financial and in-kind participation

Now, therefore, be it resolved by the City Council of the City of Morgantown, Kentucky:

Section 1: Donation Policy

A Non-Profit Organization established and/or managed in the County of Butler may solicit money, time or resources (hereafter "donation") from the City of Morgantown to assist it in activities necessary to achieve goals and services of the organization, subject to the following requirements:

1. Any applicant must be a 501(c)(3), (4), (7) or (8) non-profit organization within the County of Butler and proof must be submitted of the applicant's exemption with the application;
2. The applicant must be in existence and operating within the County of Butler for at least twelve (12) months prior to the date of application to the City for a donation;
3. The applicant must complete an application form as prescribed by the City Council, as shown on Exhibit "A", attached hereto and made a part hereof by this reference, and submit same to the City Hall Office no later than March 15 of any calendar year for funding in the next fiscal year's budget;
4. The applicant must demonstrate that it has provided direct delivery of services to residents of the City within the year prior to their submittal of the application.
5. No donation will be considered for an activity which the City of Morgantown could not independently engage.
6. The City must have control over how, where and when any donation is applied and the applicant must submit to financial oversight by the City in the application of the donation. The application will be denied if either of the foregoing is not strictly complied with.
7. The donation and activities it supports must primarily benefit the public of the City of Morgantown rather than the interests of a private entity or person.
8. The donation must be utilized only within the City limits of the City of Morgantown.
9. All monies given shall be placed in a separate account from other monies controlled by the

applicant. Proof of the establishment of a separate account must be submitted to the City prior to disbursement of any funds to the applicant.

10. Specific projects, benefits, or line items must be presented in the application, the monies allocated can only be used for those projects, benefits, or line items as they were presented to the Council in the application form. Donations made to organizations may not be used to fund personnel salary.
11. All receipts and expenditures must be available for review at any time by the City Council. A representative of the organization must be available for questioning if requested by the City Council at any time during the fiscal year in which the funding was donated.
12. The City will not donate to any religious organization or organization affiliated with any religious entity.
13. The City will not donate to any organization that engages in any political activity, event, race or campaign or which routinely engages in lobbying legislative bodies.
14. The City will not donate to any organization listed as a hate crimes organization.
15. The City will not donate to any organization which regularly transacts business with the City or which has a city council member acting as an officer or otherwise having executive authority.
16. Upon the change of any condition required herein during the time between application and disbursement by the City, the City reserves the right to cancel the donation or allow the organization 30 days to come back into compliance.
17. Depending upon the characteristics of the project or event, the City's participation may necessitate that appropriate insurance coverage be provided by the applicant.
18. Any one organization shall receive no more than a \$2,500 (Two thousand five hundred dollar) donation in a single fiscal year.

Section 2: Review of Application

The City Council of the City of Morgantown shall schedule a review of applications received, either at a regularly scheduled Council meeting or at a special meeting scheduled for that specific purpose. The City Council in its sole and exclusive discretion, shall determine which organizations are eligible for funding in the next fiscal year's budget. At this meeting the City Council shall establish a total dollar amount to be included within the upcoming budget document. The City Council in its decision making process may or may not fund any organization to a full, partial, or zero dollar amount.

Section 3: Emergency Funding

The City Council may with a supermajority vote (five of the six members) vote to fund a donation to a qualifying organization during the fiscal year after the due date of March 15. The organization shall submit the completed application to City Hall specifically requesting emergency funding. The City Council at its discretion may donate the monies if the fiscal year budget permits the donation.

First Reading:

Second Reading:

Published:

City Administrator: _____

Mayor: _____