

**Town Commission
Policy for Contributions To
Not-For-Profit Charitable Organizations**

Background: The Town of Surfside (“Town”) is committed to assisting and encouraging local not-for-profit charitable organizations (“NFPs”) that benefit the community in their mission and serve a public purpose. Occasionally, the Town may find it necessary to donate or contribute money, goods or services in assistance to these NFPs and to further the community goals of the Town. To provide guidance for this purpose, the Town is establishing a formal *Policy for Contributions to Not-For-Profit Charitable Organizations* (Policy).

I. Purpose: The purpose of this Policy is to set forth the procedures of the Town for donations and funding to non-profit charitable organizations. This includes direct monetary contributions, in-kind services, waiver of fees, or contributions or use of goods or services provided or owned by the Town, to NFP organizations. This Policy does not apply to requests for donations or funding that are less than \$250 in non-monetary assistance.

II. Definition: A not-for-profit charitable organization is defined as an organization that falls within Section 501 (c)(3) or Section 501(a) of the Internal Revenue Code, and which also has an active not-for-profit corporation registered with the State of Florida.

III. Procedures: Administration

- a. Any not-for-profit charitable organization wishing to apply for funding from the Town must complete and file an application for funding with the Town. Application forms are available from the Town’s Finance Department or online at the Town’s website: www.townofsurfsidefl.gov.
- b. The information provided by the applicant will be reviewed by the Town’s Finance Department for completeness. If it is determined that the applicant has supplied all the necessary information, the application will be referred to the appropriate Town Department(s) for further input. If the application is deficient, the Town Manager will return the application to the applicant with an explanation.
- c. The reviewed and complete application will be forwarded to the Town Manager for inclusion in a Town Commission agenda packet.
- d. The Town Commission reserves the right to waive any part of this Policy or procedure at any time. The application will be provided to the Town Commission for consideration and/or approval.

- e. Funding by the Town to an NFP will not impose or create any future obligation by the Town for ongoing support or donations.
- f. If the application is rejected by the Town Commission, the Town Manager will notify the applicant of the Town Commission's rejection and the reason for such rejection. The applicant may resubmit the application after addressing any deficiencies raised by the Town Manager or Town Commission. In all cases, the decision of the Town Commission shall be final and non-appealable, but without prejudice if the Town Commission rejected the application and stated curable deficiencies that may come back to the Town Commission for further evaluation and approval.

IV. Submission Requirements:

- a. All applicants are required to submit applications in the format required by the Town.
- b. Incomplete applications will not be considered.
- c. Applicants may submit additional information related to the funding request.
- d. The Town Manager or Town Commission may impose conditions and/or additional requirements in connection with any donation or funding approval. This includes an agreement between the Town and NFP, in form and substance acceptable to and prepared by the Town Attorney.
- e. Any donation or funding approved and provided by the Town shall require that the NFP comply with all applicable laws and regulations.
- f. All applications or requests for donations or funding, and review and approvals by Town employees and the Town Commission, shall comply with applicable provisions of the Miami-Dade County Conflict of Interests and Code of Ethics Ordinance and the Town of Surfside Code of Ethics.
- g. Donation or funding requests that advance or advocate a particular political objective, religion or absence of religion, will not be considered.

**Application By Not-For-Profit Charitable Organization For Contributions
(Financial or In-Kind Assistance) From the Town of Surfside**

Legal Name of Applicant:

Year Established in Florida:

Business Address:

Business Phone Number:

Contact Name and Phone Number:

Contact email address:

Business Website URL:

Describe the services you will provide to the Town of Surfside Residents or Businesses with the assistance you will receive from the Town:

What assistance do you need from the Town:

Who will be the person in your organization accountable for the assistance the Town provides your organization:

How will you measure and report to the Town how well the assistance was used by your organization:

If you have provided the intended services to other communities or organizations, please briefly describe them below or attach them to this application:

If you are not awarded the assistance you are requesting, what do you think it will mean to the community and the Town:

Please detail any known relationship (familial, business, friendship, etc.), no matter how distant, that your organization has with any elected official or employee of the Town of Surfside:

Documents to be submitted with applications from not-for-profit organizations:

- State of Florida Certificate of Status, Non-Profit Corporation
- IRS Ruling or Determination Letter of your charitable status
- Your most recent annual information return (Form 990 or 990-EZ) or a determination letter stating your organization is exempt from the annual return requirement
- A letter from the applicant that is signed by an individual authorized to make the request of the Town stating that the application has been authorized by the organization