



DONATION POLICY

I. General Policy Statement

The purpose of this policy is to set forth a guide to be followed by the City of Anoka in making City donations in the form of time, money, materials, or anything else of value to various groups and organizations. Donations will always be done in accordance with State Law and in no case be an obligation of the City, nor will the City be compromised because of any donation made to any organization. This policy shall be used as an effective method for receiving and considering requests made to the City of Anoka and to maximize the benefits to the citizens of Anoka. Nothing in this policy shall prevent the City Council from making donations that are lawful, but outside the purview of this policy, as they see fit.

II. Objective

It is the objective of this policy to recognize the importance of the City participating in the community by making donations to various groups and organizations. This participation demonstrates the City's dedication and philosophy of working together with any appropriate group for the overall good of the Community. Donations are to be given to any public or non-profit organization, if the use of the donation is for the good of the Community.

III. Eligibility

Any group or organization that is performing a service for the Community that specifically benefits the City of Anoka, its residents, businesses or property owners.

IV. Payment

Payment could be in the form of services, cash, city employee time or use of city equipment by a city employee.

V. Procedure

- a. The initial request shall be directed to the appropriate Department Head.
- b. The Department Head shall review the request and determine whether or not the requesting agency meets the eligibility requirements.
- c. The Department Head shall then make a recommendation to the City Manager, who will either approve, deny, or direct the request to the City Council for further action.

VI. Criteria/Guidelines

The organization must be from the immediate: Anoka/Champlin/Ramsey/Andover/Dayton area.

Preference will be given to agencies or programs, which:

- a. Have taken affirmative efforts to raise funds from sources other than the City to support their efforts.
- b. Cannot be effectively or fully funded through other sources.
- c. Sponsor or support programs, which have verifiable benefits to the community at large.
- d. Make effective use of volunteer skills and in-kind contributions to reduce the cost of programs or services.

VII. Community Festivals.

- a. The City may appropriate money to support Community Festivals, i.e. Riverfest, Anoka's Halloween Celebration, Sidewalk Sale and Mayor's Ice Cream Social. Appropriation of funds shall be determined by the City Council.
- b. The City may also make in-kind donations in the form of City staff time and/or use of city equipment.

VIII. Municipal Golf Course, City Aquatic Center, Municipal Liquor Store and Recycling.

Donation requests received by these City operations will be considered only if the donation will result in marketing, advertising and promoting the operation. The approval process on 5 of this policy, entitled "procedure". In no case, will donations be given to private individuals.

IX. A current list of organizations the City supports is available upon request.

X. In conjunction with this policy, the City also follows Minnesota State Statutes regarding Public Expenditures: Donations and Dues

https://www.osa.state.mn.us/media/3dxbalsl/publicexpdonationsdues_0809_statement.pdf

Policy History

Initially Adopted: 12.02.2002

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