**COMMUNITY AFFAIRS COMMITTEE DONATIONS GUIDELINES**

**GOAL**

The goal of the **Community Affairs Committee (CAC)** is to be proactive to community needs, within the bounds of overall Club direction. However, we recognize that groups will request funds before we have had an opportunity to assess their needs and worthiness. Therefore, the following guidelines represent an approach to assuring proper dispersion of funds entrusted to the Club.

**ORGANIZATIONS for SUPPORT**

* The primary focus of CAC support will be Oakville based groups helping local residents. However, organizations outside of Oakville will be considered, where Oakville constituents will be a major beneficiary of support.
* CAC will support Oakville Rotary “Cluster” causes where it is determined they are appropriate and consistent with CAC criteria.
* It should be noted that support will not be directed to “National” groups with annual fund raising campaigns. (e.g. Heart and Stroke Foundation, Cancer Society, etc.)
* CAC will not provide funding to individuals, unless under the auspices of a recognized organization. (e.g. camp costs for a child at Kerr Street Ministries).

**TYPES/LIMITS OF SUPPORT**

* Donations will be for capital or start-up needs, not operating expenses (without the approval of the board).
* Funding will not be provided for organizations paying for third party fundraising or services provided by staff or board members. However, CAC may consider donating in kind equipment or supplies.
* CAC will limit contributions to a single organization to a maximum of 20% of its annual budget. The exception to this being Club approved Anchor Projects.
* CAC will limit contributions to organizations serving people outside of Oakville borders (e.g. Grieving Families of Ontario) to 20% of its annual budget, with a maximum of $1000 to a single organization. It is recognized that this single contribution limit may require special consideration when the Club wishes to avoid “too many small contributions”.
* CAC support for an organization may not exceed three consecutive years without membership approval at a club assembly.

**PROCEDURES**

* CAC may approve donations up to $1000. Larger amounts must be referred to the Board.
* CAC chairperson will screen donation requests using the foregoing guidelines, and will decline those not meeting guidelines.
* Those requests meeting the guidelines will be asked to complete the Club's “Request for Funding Donation” form. When the form has been completed and returned, the CAC will review the request.
* The CAC will review requests in the context of the “Guidelines”, current Club goals, and funds available.
* All declines to be acknowledged by letter.
* Request for funds from other Rotary Clubs will not be part of the CAC mandate but will go directly to the Board of Directors for consideration.