



## ACEDC POLICY

### CONTRIBUTIONS, DONATIONS, SPONSORSHIPS, MEMBERSHIPS

**Policy:** It is not the function, goal or objective of the Addison County Economic Development Corporation (ACEDC) to monetarily support ongoing operations, events, or fundraising activities of other organizations utilizing the regular budget of ACEDC. However, ACEDC may provide funding for the purposes listed below, using the procedures outlined below, only if:

- The request demonstrates and the Board finds that the request fits within the purpose and core values of the organization and advances the goals and mission of ACEDC; and
- The funds will leverage other contributions or donations.

#### **Purposes:**

- **Contributions/Donations:** Monetary contributions or donations to organizations, events, causes, or fundraising efforts are not budgeted or considered in the normal course of ACEDC business. However, special consideration may be given by the Board at their monthly meeting, on a case-by-case basis, to requests that clearly demonstrate a fit within the purpose and core values of the organization, clearly advance the goals and mission of ACEDC, and that will leverage other funds, subject to budget availability. Requests for in-kind contributions must also fit within the purpose and core values of the organization and clearly advance the goals and mission of ACEDC. In-kind contributions will be considered by the Executive Director.
- **Sponsorships:** Sponsorship or support of events that are not co-sponsored or co-marketed by ACEDC as part of their annual event calendar are not budgeted or considered in the normal course of ACEDC business. However, special consideration may be given by the Board at their June meeting to requests that are submitted during budget development (March – May) for the next fiscal year if the event clearly demonstrates a fit within the purpose and core values of the organization and clearly advances the goals and mission of ACEDC. In-kind sponsorship, such as co-marketing, must also fit within the purpose and core values of the organization and clearly advance the goals and mission of ACEDC, and will be considered by the Executive Director.
- **Memberships:** Organization membership requiring dues paid by ACEDC that are not budgeted may be considered by the Board at their June meeting if submitted during budget development by the requesting organization or ACEDC Executive Director for the next fiscal year, if membership or partnership clearly demonstrates a fit within the purpose and core values of the organization and clearly advances the goals and mission of ACEDC.



**ADDISON COUNTY**  
Economic Development Corporation  
*Great starts here.*

**Procedure:**

Requests should be submitted, in writing, to the ACEDC Executive Director, in time for consideration by the Board (if required), and must include:

- Name of organization;
- Contact information for organization and request;
- Purpose of organization;
- Amount of request;
- When contribution is needed; period of funds use;
- Detailed purpose/use of funding or in-kind contribution;
- Explanation of how the requesting organization and/or funded activity clearly demonstrates a fit within the purpose and core values of ACEDC and clearly advances the goals and mission of ACEDC;
- Explanation of how a contribution or donation will leverage other contributions and/or donations.

Approved and Adopted by the Board June 21, 2018