

**NORTHWEST ARCTIC BOROUGH
RESOLUTION 19-21**

**A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH
ASSEMBLY APPROVING AND ADOPTING A DONATION POLICY
FOR RESIDENT AND ORGANIZATION REQUESTS FOR BOROUGH
DONATIONS, AND FOR RELATED PURPOSES.**

WHEREAS: the Northwest Arctic Borough Assembly regularly receives donation requests from organizations for public service programs and from residents for emergency assistance; and

WHEREAS: in order to set a consistent and fair approach for donation requests that will help meet budget restrictions, fairly allocate funds, and ensure accountability, the Assembly would like to adopt a policy that will establish procedures for approving donations requests; and

WHEREAS: the Borough Assembly wishes to adopt the attached Assembly Donation Policy to better serve the interests of the Borough and its residents.

NOW THEREFORE BE IT RESOLVED: the Northwest Arctic Borough Assembly hereby approves and adopts the attached Donation Policy.

PASSED AND ADOPTED THIS 21st DAY OF MAY 2019.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 21st DAY OF MAY 2019.



Lucy S. Nelson, Mayor

SIGNED AND ATTESTED TO THIS 21st DAY OF MAY 2019.



Stella Atoruk, Borough Clerk

ATTEST:





Northwest Arctic Borough

P.O. Box 1110 Kotzebue, Alaska 99752
(907) 442-2500 Fax (907) 442-2930
www.nwabor.org

Northwest Arctic Borough Donation Policy

1. Purpose of Policy

The Northwest Arctic Borough acknowledges that its financial contributions to organizations operating programs and services within Borough communities help support the quality and longevity of those programs and services. The Borough also recognizes that financial contributions made to individual Borough residents helps those residents meet specific needs when experiencing hardships. The Borough wishes to continue providing these contributions to organizations and individuals, but adopts this Policy to provide guidelines for contribution requests and disbursements to help alleviate the administrative burden created by processing these requests. Accordingly, this Policy establishes guidelines and procedures for all Borough donations.

2. Policy Objectives

- Streamline and standardize the application process for organizations and individuals seeking financial contributions from the Borough.
- Reduce the administrative burden on the Borough created by assessing contribution requests.
- Clearly identify eligibility requirements and application procedures for contribution applicants requesting contributions.
- Assure equitable and consistent treatment of all organizations and individuals requesting financial contributions from the Borough.
- Require reporting for larger donations to community organizations.

3. Eligibility for Contributions

a. Organizations

Organizations that apply for and receive financial contributions from the Borough must be a nonprofit organization, a public charity, tribal government, or other not-for-profit organization that supports a public institution, program, or facility, or provides direct benefits to Borough residents.

b. Individuals

Individuals who apply for and receive contributions from the Borough must be a resident of a community or village within the geographic boundaries of the Borough, including Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Kotzebue, Noatak, Noorvik, Selawik, and Shungnak.

4. Source of Contributions

In order to meet the purposes of this Policy, the Assembly may identify and authorize revenue to fund donation requests as part of its annual budget. The Assembly will establish an amount in its general operating expenditures for contributions awarded by the Assembly and the Mayor.

- ❖ Revenue to grant organizational contribution requests shall be drawn from the annual operating budget of the Assembly.
- ❖ Revenue used to grant individual contribution requests shall be drawn from the annual operating budget of the Mayor.

5. Awards and Contribution Limits

- a. **Awards**. The Borough has sole discretion to make donation awards. No amount is guaranteed.
- b. **Individual Limits**. Contributions to an individual shall not exceed \$1,000.00 in a fiscal year.
- c. **Organization Limits**. Contributions to an organization shall not exceed the amount appropriated by the Assembly for budgeted donations. Donations up to \$25,000 in the aggregate per organization per fiscal year may be made by the Mayor; donations over that amount must be approved by the Assembly.
- d. **Medical donations**. All applicants must: (a) be traveling for life-threatening medical conditions; (b) require a medivac; or (c) be an elder (60 years old or older) to qualify for medical donation. All donations will be a flat \$75.00. A copy of all medical appointments must be attached.

- e. **Burial donations** - If both the applicant and deceased are current Borough residents, they will be awarded \$300. If either the applicant or deceased was not a Borough resident, but the other is, they receive \$150.
- f. **Emergency Assistance** – Emergency assistance is for residents that have been impacted by natural causes such as fire, flood, or causes of Mother Nature. All of these requests need to be approved by the Mayor and the amount is based on case-by-case basis.

6. **Application Procedures**

a. **Organization Requests for Assembly Donations.**

An organization requesting a contribution from the Borough must follow the following procedure:

1. Complete an organization Contribution Request Form by providing the following qualification criteria:
 - the amount of contribution requested;
 - the purpose for the contribution (must be for a qualifying public purpose);
 - a brief description of the program or service for which contribution is sought, the importance of the contribution to the success of the program or service, and how the program or service will provide a direct and material benefit to Borough residents;
 - the organization's annual operating budget;
 - identification of other sources of donations or contributions received by the organization to demonstrate that the contribution does more than merely support the organization's annual operating budget; and
 - evidence of the organization's qualifying status.
2. Submit the completed Organization Contribution Request Form to the Mayor's Office.
3. If necessary, work with the Mayor's Office to provide information necessary to complete the Request Form.
4. If requested, appear before the Assembly on a scheduled date and time to answer questions about the contribution request.
5. If the Borough provides a financial contribution to the organization, following the use of that contribution, provide the Assembly with a report describing how the contribution was used, and how its use benefitted Borough residents.

b. Individual Requests to the Mayor.

This guideline is created for an internal, fair process. No amount is guaranteed and may be lowered for budget needs. All donations need to be requested in writing. An individual requesting a contribution from the Borough must comply with the following procedure:

- Complete an Individual Contribution Request Form by providing the following qualification criteria:
 - The amount of contribution requested;
 - Confirmation that the individual applicant is a Borough resident;
 - A short description of how the contribution will directly and materially assist the Borough resident; and
 - If the individual applicant receives other funds, certification that the Borough contribution will supplement and not supplant those funds.
- Submit the completed Individual Contribution Request Form to the Mayor's Office.
- If necessary, work with the Mayor's Office to provide information necessary to complete the Request Form.

7. Borough Responsibilities

a. Organization Request: Assessment and Disbursement Procedure.

The Mayor's Office will assume the following responsibilities when addressing an organization's contribution request:

- Review the contribution request.
- Confirm that a contribution request meets the qualifying criteria.
- Contact the requesting organization if the application is deficient or missing information.
- Prepare and submit the application to members of the Assembly.
- Schedule a date and time for the requesting organization to appear before the Assembly to support the contribution request, notify the organization of the scheduled date and time, and publish notice regarding the same.
- If the contribution request is awarded, direct the Borough Finance Director to disburse the contribution to the organization.

The Borough Assembly shall assume the following responsibilities when addressing an organization's contribution request:

- Review, evaluate, and make recommendations on all contribution requests.
- If necessary, independently determine whether a contribution request meets the qualifying criteria and the Assembly donation budget limitations.
- Vote on whether to award the contribution request as part of a donation approval resolution.
- If some, but not all, of the qualifying criteria are met, use its discretion to make a contribution, provided there are sufficient funds to support the contribution.
- If the request is denied, the written notification shall include reasons supporting the denial.

b. Individual Request: Assessment and Disbursement Procedure.

The Mayor’s Office shall assume the following responsibilities when addressing an individual contribution request:

- Review the contribution request.
- Determine whether the contribution request meets the qualifying criteria.
- Contact the individual if the request is deficient or missing information, and work with the individual to obtain information necessary to satisfactorily complete the request.

Upon receiving an individual contribution request, the Mayor or the Mayor’s designee will assume the following responsibilities when addressing an individual’s request:

- Review the completed contribution request.
- If needed, schedule an appointment between the individual applicant and the Mayor or the Mayor’s designee.
- Notify the individual if their request has been approved or denied.
- If the contribution request is awarded, direct the Finance Department to disburse the contribution to the individual.

