

Memorandum



Date: January 21, 2026

To: Buchanan City Commission

From: Tony McGhee

Subject: Establishment of a Fund to Accept Private Donations for Victory Park Improvements

Background

As part of the City's ongoing efforts to invest in and improve Victory Park, a fundraising initiative has begun with a generous \$50,000 matching grant from the Schalon Foundation. To support this effort and provide an appropriate structure for receiving donations, staff recommends establishing a designated fund through the Berrien Community Foundation. The proposed fund would be titled the Victory Park Fund and would be used exclusively to support the construction, renovation, and improvement of Victory Park.

Fund Structure and Purpose

The Victory Park Fund will be established as a nonendowed hybrid fund with the Berrien Community Foundation. The fund will serve as a depository for gifts, grants, and other contributions intended to support Victory Park improvements.

Under this structure:

- The fund will accept both City originated funds and third party donations.
- All funds and earnings may be requested by the City at any time to support Victory Park projects, given the nonendowed nature of the fund.
- The Berrien Community Foundation will retain legal control and ownership of the fund, consistent with IRS and foundation requirements, while recognizing the City's beneficial interest in the funds.
- The fund will be identified as the Victory Park Fund in all promotional materials, reports, and public communications.

Administration and Donations

All donations will be made payable to BCF Victory Park Fund and sent directly to the Berrien Community Foundation. The Foundation will be responsible for issuing donor acknowledgments and tax receipts and will provide the City with regular reports detailing donations received.

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Distributions from the fund will require approval from the Berrien Community Foundation Board of Directors and must be consistent with the charitable and public purposes of the fund. Administrative fees charged to the fund will be reasonable and consistent with the Foundation's standard fee schedule.

Recommendation:

Approve the establishment of the Victory Park Fund with the Berrien Community Foundation to receive and manage funds dedicated to improvements and renovations at Victory Park.

Attachment A: Berrien Community Foundation Grant Agreement