

## **RESOLUTION 2025-40**

### **A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF EATONVILLE, FLORIDA, ESTABLISHING A POLICY GOVERNING CHARITABLE DONATIONS MADE BY THE MAYOR AND TOWN COUNCIL.**

**WHEREAS** the Town Council wishes to address a concern of Orange County Government by establishing policies and procedures for community non-profit groups to request and receive public funds from the Town of Eatonville; and

**WHEREAS** the Town Council is concerned with the lack of a current charitable donations policy and recognizes the potential for misuse of public funds with insufficient oversight and policies; and

**WHEREAS** the Town of Eatonville Town Council wishes to establish a charitable donations policy; and

**WHEREAS** the Mayor and Town Council have concluded that charitable donations should provide public benefits; and

**WHEREAS** in response to the identified weaknesses of the existing policy and the recommendations of the Orange County Government and RSM Report, the Town Council desires to create a policy that avoids political pandering, avoids the appearance of impropriety and minimizes the opportunity for misuse of public funds; and

**WHEREAS** the Town Council has determined that this policy to fund community nonprofit groups is sufficient to insure transparency, accountability and minimizes opportunities for misuse of public funds; and

**WHEREAS** the charitable donation policy provided herein implements the recommendations of the Orange County Government and the RSM Report and provides for proper public purposes, a neutral, non-political process, and transparency by posting the donations and accompanying documentation on the Town's website; and

**WHEREAS** the Mayor and Town Council hereby establish the following Comprehensive Policy for the Mayor and Town Council Governing Charitable Donations.

**NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Eatonville, Florida:**

**Section 1. RECITAL.** The aforementioned recitals are true and correct.

**Section 2. APPLICABILITY OF POLICY.** In order to establish a fair and transparent process for the distribution of charitable donations, the Town of Town of Eatonville hereby

establishes this Comprehensive Policy for the Mayor and Town Council Governing Charitable Donations. This policy shall apply to any group, organization, or person requesting public funds and only should be utilized for activities within the Town of Eatonville.

**Section 3. PUBLIC PURPOSE.** The donation of any public funds by the Town of Eatonville shall promote a valid public purpose that directly benefits the Town of Eatonville residents and property owners. Donations in excess of one hundred dollars (\$100.00) shall only be made to a charitable non-profit 501(c) organization. A 501(c) organization is as defined in the Internal Revenue Code Title 26, Section 501 (2012).

**Section 4. COMPREHENSIVE POLICY GOVERNING CHARITABLE DONATIONS BY THE MAYOR and TOWN COUNCIL.** Charitable donations shall be in accordance with the public purposes stated in Section 3. Public Purpose. Charitable donations shall be subject to the below guidelines. The eligibility requirements for the donation of any public funds are:

- A. For donations in excess of one hundred dollars (\$100.00) the group/organization must be duly organized under the Internal Revenue Code and the laws of State of Florida as a 501(c) tax exempt organization: and
- B. The solicitation request shall be for a public purpose as provided for in Section 3. Public Purpose; and
- C. The solicitation request must be accompanied by a completed application and all required documentation; and
- D. Upon final approval of a solicitation request in excess of one hundred dollars (\$100.00), the group/organization will be required to complete and sign a contract provided by the Town Clerk.
- E. All charitable donation requests shall be submitted on the application forms available with the Town Clerk.
- F. Completed application forms for donations with supporting documentation shall be submitted to the Town Clerk no later than the posted deadline, as determined by the Mayor or Mayor's designee.
- G. The Town Council may schedule a review of the applications received, either at a regularly scheduled council meeting or a special meeting scheduled for that purpose.
- H. The applications, supporting documentation and Town Council determination shall be placed on the Town's website.

**Section 5. FUNDING AWARDS.** In preparing the annual budget, Town staff will budget for awards to the organization(s) which have been approved by the Town Council. This appropriation may include a discretionary fund for late, special or emergency requests to be approved by the Town Council. Discretionary funds can be used for charitable donations sponsored by a Town Council member. Any funds appropriated for donations and not spent for such purpose during the then current fiscal year, shall revert to the General Revenue Fund at the end of the fiscal year.

**Section 6. AUTHORIZATION.** The Mayor and the Town Council of the Town of Eatonville hereby approve, in substantially the attached form (attached hereto as Exhibit "A"), the application documents with the stated criteria, acknowledgements, and required documentation.

**Section 7. EXCLUSIVITY.** The matters set forth in this Resolution shall serve as the Town's Comprehensive Policy Governing Charitable Donations for the Mayor and Town Council, and it shall be posted prominently on the Town's website.

**Section 8. REPEAL.** The Town of Eatonville, by creating a policy and process to fund community non-profit groups, hereby repeals all other policies and/or resolutions in conflict herewith.

**APPROVED AND ADOPTED** by the Town of Eatonville Town Council at the regular meeting assembled this 16<sup>TH</sup> day of December 2025.

**ATTEST:**

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**Veronica King**  
**TOWN CLERK or DESIGNEE**  
**(TOWN SEAL)**

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**Angie Gardner**  
**MAYOR**

**APPROVED AS TO FORM &  
LANGUAGE & FOR EXECUTION**

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**Clifford B. Shepard**  
**TOWN ATTORNEY**