



**CITY OF KOTZEBUE
RESOLUTION NO. 24-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE
ADOPTING A FORMAL DONATION POLICY FOR THE CITY OF KOTZEBUE
EFFECTIVE JULY 1, 2024**

WHEREAS, the City of Kotzebue does not have a formal donation policy and has in the past handled each donation request on an *ad hoc* basis; and,

WHEREAS, an established, formal donation policy will provide much needed guidance for parties/entities seeking donations from the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue hereby adopts the donation policy attached hereto (with any amendments made at the June 20, 2024 RCCM) and directs the Administration to put this Donation Policy in final format and distribute it to any parties/entities seeking donations from the City of Kotzebue.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20th of June, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Rosie Hensley, City Clerk

Attachment: Exhibit "A" – Donation Policy [2 pages]

City of Kotzebue

City Council Donation Policy

Purpose

The City of Kotzebue City Council is committed to supporting local organizations and events that enhance the quality of life for our residents. This policy outlines the procedures and requirements for organizations requesting financial donations from the City of Kotzebue.

Annual Budget Allocation

Each year, the City of Kotzebue City Council allocates a specific amount of funds in its budget to donate to local organizations and events. The availability of these funds is subject to the City's annual budget approval process.

Eligibility Criteria

To be eligible for a donation, organizations and events must meet the following criteria:

1. **501(c)(3) Status:** The organization must be a registered 501(c)(3) non-profit entity.
2. **Event Accessibility:** The event or program must be open to all residents of Kotzebue.
3. **Donation Request Form:** A completed Donation Request Form must be submitted. This form includes:
 - o The organization's name, address, and contact information
 - o Proof of 501(c)(3) status
 - o A detailed budget for the event or program
 - o A description of the event or program, including how it benefits the community
 - o Any additional supporting documents as requested by the City Council

Application Process

1. **Submission:** Organizations must submit the Donation Request Form to the City Clerk's office by the specified deadline. Late or incomplete applications may not be considered.
2. **Review:** The City Council will review all submitted applications. This review will consider the event's alignment with community values, the number of residents likely to benefit, and the organization's demonstrated need for financial support.
3. **Approval:** Donations will be awarded based on available budget and the merit of the application. The City Council reserves the right to approve, partially approve, or deny any request.

Budget Limit

1. The maximum donation amount per request is \$500 per year. This limit is subject to change based on the direction or allocation determined by the City Council.

Conditions of Donation

1. **Use of Funds:** Donated funds must be used specifically for the event or program as described in the application. Any deviation requires prior written approval from the City Council.
2. **Reporting:** Recipients of donations must provide a post-event report detailing the use of funds and the outcomes of the event. This report should include attendance figures, financial expenditures, and any other relevant information.
3. **Recognition:** The City of Kotzebue should be acknowledged as a sponsor in event materials and publicity, where appropriate.

Non-Compliance

Failure to adhere to the conditions of the donation may result in the organization being required to return the funds and may disqualify the organization from future donations.

Contact Information

For questions or more information about the donation policy or application process, please contact the City of Kotzebue by emailing customerservice@kotzebue.org.
