



City of Ripon Donation Policy

Section 1. Purpose

The purpose of this Donation Policy is to establish a process for acceptance and documentation of donations made to the City of Ripon (City). This Donation Policy provides guidance when individuals, community groups, and businesses wish to make donations to the City.

Section 2. Consistency with City Interests

Donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of Ripon. The City must always consider the public trust and comply with all applicable laws when accepting donations.

Section 3. Types of Donations

Donations may be offered in the form of cash, real or personal property. Restricted donations refer to those donations that the donor specifies for a particular City department, location, or purpose. Unrestricted donations refer to those donations that are given to the City for an unspecified use.

Section 4. Acceptance of Unrestricted Donations of Cash or Tangible Items

City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. After staff reviews the donation it will be submitted to the City Council at the next available meeting for consideration and possible acceptance.

Section 5. Acceptance of Restricted Donations of Cash or Tangible Items

City staff shall review the conditions of any restricted donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation;
- B. The potential and extent of the City's obligation to maintain, match, or supplement the donation;

Section 6. Acknowledgement of Donations

A Donation Proposal form (see attached) is required to be submitted by the individual or group providing a donation to the City and must be approved by the City Council.

Section 7. Declined Donations

The City of Ripon reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

DONATION PROPOSAL

Name of Donor: _____

Address: _____ City: _____ State: _____ Zip: _____

Description of donation: _____

Is donation restricted? ____ yes ____ no If yes, what are the restrictions on the use of the donation?

Donor estimate of current value: _____

How was estimated value considered?

Potential immediate or initial acquisition or installation cost?

Any on-going maintenance or replacement cost? ____ yes ____ no If yes, who is responsible for the costs?

Preferred donor acknowledgement (e.g., letter of recognition, certificate of acknowledgement, donor plaque, etc):

Additional information:

Attachments: ____ yes ____ no (e.g., site plans, pictures, drawings, etc).

The above is a complete listing of the donation to be made to the City of Ripon.

Date

Signature of Donor

Name and Contact Information

