

Title: Policy on Grants, Awards and Donations

Statement:

The Board will actively pursue, accept and welcome grants, awards and donations that assist the Association in meeting its goals.

Approved: M. Lynn Gullackson
(Chair of the Board)

January 23, 2018
(Date)

First Approval Date: January 23, 2017

To Be Reviewed: January 23, 2022

Review and Amendment Date(s):

Stakeholders Consulted (Date):

Reference to Documents:

Trinity Christian School Association Bylaws 6.1.b.

Principles:

"Funds for the operation and maintenance of the Association must be obtained from: b) special donations or contributions" - Bylaw 6.1.b.

A. Purpose:

To encourage and guide cooperation with individuals, governmental and non-governmental organizations, and foundations desiring to support the work of the Association.

B. Definitions

1. *Direct financial support* consists of gifts, donations, and awards.
2. *A grant* is funds given by an organization for a particular purpose.
3. *Resource assistance* consists of services, supplies, and/or equipment.

C. Resource Assistance

1. Where resource assistance is offered, the Association shall make a determination whether to accept the assistance and upon what terms.
2. Any requirement to contribute funds or other resources shall be documented and considered as part of the approval process and reflected in budgets.

D. Grants

1. Grants must benefit the Association and be congruent with the following principles:
 - a. The Association's mission, vision, core values and beliefs.
 - b. The grant's value is greater than the obligation under the grant.
 - c. That the grant not carry any conditions that would divert efforts away from the Association's primary mission.

2. The Board authorizes the Principal and Home Education Administrator to accept these grants with the following exceptions:
 - a. When Board approval is mandated by the funding agency.
 - b. Where it would be in the best interest of the Association to have the grant approved by the Board.
3. Once the Association accepts the grant, the Secretary Treasurer will manage the award in accordance with the purposes and terms and conditions of the executed agreement.

E. Fundraising

1. The Board authorizes fundraising activities where such activities:
 - a. Promote education and provide educational experiences for students
 - b. Address local funding needs or obligations to support TCSA programs.
 - c. Do not interfere with the operation of school programs and functions.
2. Fundraising activities shall not conflict with any applicable law, or violate Association policies and procedures.
3. Any fundraising activity charging fees shall satisfy the following criteria:
 - a. Fees for persons attending or participating in such programs shall only be charged when attendance or participation is optional, not mandatory.
 - b. Students shall not be charged a fee to enroll in a curriculum-based activity that involves a fundraising activity.
 - c. A program shall not be created or continued that will require the allocation of funds when program-specific resources are insufficient or exhausted
4. Any fundraising activity characterized as a “business enterprise” (defined as any activity which sells goods or services) shall satisfy the following criteria:
 - a. Business enterprises shall sell products or services that are appropriate for the program’s educational purposes.
 - b. Such enterprises shall not be created solely for commercial purposes.
 - c. Such enterprises shall purchase inventory in accordance with applicable policy and/or practices.
 - d. A business enterprise program shall not be created or continued which will require the allocation of funds when program-specific resources are insufficient or exhausted.
5. Any fundraising activity using donated personal items or services for an garage/auction sale and/or raffle shall satisfy the following criteria:
 - a. Donated items or services must be free from health and/or safety hazards.
 - b. Donated items or services must be given voluntarily by individuals or businesses.
 - c. Appropriate solicitation on the part of students, parents and employees is permissible with prior written approval from the Principal, but their actions must not bind the Board to any contractual obligations.
6. Any fundraising activity that requires the contracting with a third-party vendor or promoter shall be consistent with policies and appropriate verification by the Secretary Treasurer.
7. Any fundraising activity involving the production and/or sale of goods or services, shall satisfy the following criteria:

- a. A senior manager must authorize the sales of any good produced and/or services.
 - b. Fundraising activities selling surplus school personal property shall not violate applicable federal or provincial law governing the sale, lease or rental of surplus and obsolete personal property.
8. Fundraising activities through online crowdsourcing sites require prior Board approval.

F. Managing Proceeds:

1. The Secretary Treasurer shall fiscally manage gifts, donations and fundraising proceeds.
2. Employees who receive funds in the form of gifts, grants, donations, or fundraising proceeds by cash, check, or any other form, must transmit those funds within 48 hours of receipt to the Secretary Treasurer. If the funds are earmarked for use by a particular student or program, the accounting office will designate them for use by that student or program.
3. All separate non-profit organizations or individuals which receive funds intended to benefit the Association, school or specific program, shall be subject to Association oversight and reporting requirements in accordance with agreements between the Association and the non-profit organization.
4. TCSA staff are prohibited from opening or operating any banking or checking account that contains donated funds, without the express written authorization of the Secretary Treasurer.
5. Any gift to the Association of buildings or land can be accepted only by Board approval.
6. Any gift of any type having a total value (including both the contribution and any TCSA resources required to be contributed) of \$10,000 or greater requires prior Board approval.