

## **SECTION 11: Funds Development**

### **Bylaw:**

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The Sheep River Library Board shall establish and implement Funds Development plans to ensure that optimum fund raising opportunities and goals are being explored and achieved. These plans shall be consistent with the values of Sheep River Library.

**SECTION 11: A      Funds Development**  
**Policy:                Funds Development Chair**

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It is the responsibility of the Funds Development Chair of the Sheep River Library Board to generate additional funds.

Financial duties of the Funds Development Chair include:

- design and implement an annual fundraising and grant plan that is approved by the Library Board
- apply in a timely and accurate format for potential grants and special funding co-signed by Board Chair
- complete and submit budgets for all projects
- provide clear and accurate financial accounting on the completion of the grant or special funding co-signed by Board Chair
- coordinate with the Treasurer and Library Manager on all ongoing projects
- form a Funds Development committee

**SECTION 11: B      Funds Development**  
**Policy:              Committee Responsibilities**

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Working in conjunction with and under the direction of the fund Development Chair, the committee shall be responsible for the following:

- Develop fundraising initiatives in conjunction with the Library Board's annual budget preparation
- Develop and manage long term timelines for various fundraising activities to ensure strategic plans and fundraising processes are carried out in a timely manner
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Develop policies and procedures for the Funds Development Committee which are consistent with Sheep River Library values.
- Develop a database of grants and their submission deadlines
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for the Library
- Oversee the planning and execution of special fundraising events as specified in the plan to generate funds for the Library
- Identify and develop corporate, community and individual prospects for the Library's fundraising priorities
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- Select volunteers to participate in fund raising events.
- Prepare budgets for fundraising activities including details on receipts and submitting financial reports to the Board of Trustees on a monthly basis
- Participate in ongoing skill building opportunities offered by Marigold, Government Agencies, conferences
- Work with the Friends of the Sheep River Library

**SECTION 11: C      Funds Development**  
**Policy:                      Grants**

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The Funds Development Committee shall be responsible for applying for funding or grants that would be beneficial to the Library.

These include but are not limited to:

Federal Grants:

- New Horizons for Seniors Grants when available
- Culture and historical grants

Provincial Grants:

- Volunteer Alberta Grants
- Community Facility Enhancement Project (CFEP)
- Community Initiative Program (CIP)

Municipal Grants

- FCSS

Corporate Grants

- RBC
- ATB
- Legacy
- Home Depot foundation

Community Businesses and Agencies

- Foothills Salvage
- AG Foods
- Pharmasave
- Lions
- Private donors

The committee will expand upon available grants utilizing such resources as Grant Connect and Imagine Canada.

**SECTION 11: D      Funds Development**  
**Policy:                Donor Recognition**

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Voluntary contributions to the Sheep River Library are a way of supporting enhanced services and programs and help ensure the Library's long-term financial stability.

The Sheep River Library recognizes that a philanthropic gift is one whose worth is relative to means and that only the donor can define generosity. It is the act of giving and not the size of any donation that underlies our donor recognition policy.

- i. The Sheep River Library will have a recognition program that is donor-centred. Donors are the most important in the design and delivery of all gift recognitions, whether written or in person. The Sheep River Library shall adhere to the following recognition activities:
  - acknowledge all gifts promptly
  - inform donors of the specific use of their gifts
  - provide donors with information on their gifts prior to being asked to give again
  - invite designated giving to specific programs or services
  - keep specific information on donors and contributions confidential
  - ask the donor(s) before their name(s) are made public
- ii. The Sheep River Library shall:
  - issue personalized thank you letters to donors upon receipt of their gifts
  - create and implement a donor recognition program that adheres to a stringent budget to avoid real or perceived criticisms about cost, and which in tone and delivery acknowledges the collective generosity and importance of our donors
  - communicate information on their gifts at work to all our donors as effectively as possible
- iii. Donations can include gifts of cash, bequests, planned giving and such other gift arrangements as the Trustees may from time to time approve.
- iv. Donors to the Sheep River Library will be offered the opportunity to name physical spaces, objects, programs and endowment funds. The level of the gift required will be determined by the Sheep River Library Board of Trustees and specified on a list of giving opportunities. During specific campaigns the Funds Development Committee for the campaign may recommend a list of naming opportunities to the Board for its consideration.
- v. The period of time a donor's name will be attached to a specific space or program will be negotiated at the time it is made. This period may be perpetuity, a designated number of years or the lifetime of the donor(s).

- vi. The Donor Recognition Policy recognizes all individuals, corporations, service clubs, community organizations, government and philanthropic foundations that make monetary donations to the Library.
- vii. The donor reserves the right to remain anonymous and decline public (or private) recognition at all times. In lieu of placing a name on any public listing of donations, the word “anonymous” shall be inserted in place of the individual’s name.
- viii. Each year, the Sheep River Library will produce a list of annual donors and sponsors in specific categories to be posted on the Sheep River Library website and in the Sheep River Library.
- ix. With respect to sponsorship, fundraising events or campaigns and foundation grants, an individualized recognition program will be implemented to ensure consistent recognition practices with the level of the gift.
- x. The donor shall receive a personal invitation to Library volunteer appreciation events where donors may be recognized.
- xi. The Donor Recognition Policy does not track cumulative giving.

Donor Recognition Categories

4 <sup>th</sup> Edition	\$16 to \$99	- Letter and Receipt
3 <sup>rd</sup> Edition	\$100 to \$499	- Letter and Receipt
2 <sup>nd</sup> Edition	\$500 to \$999	- Letter and Receipt
1 <sup>st</sup> Edition	\$1000 to \$9999	- Letter, receipt, and Acknowledgement in Media
Donations in excess of \$10,000		- Letter, receipt, acknowledgement in Media and sponsorship name attached to the event

All letters, applications, and reports to be signed by Board Chair and Funds Development Chair.

Proposed: April 15, 2014

Approved: June 12, 2014