

Subject:  
**Fundraising/Grant Applications  
By Outside Parties or VPD Staff**

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**Purpose:**

To support fundraising and grant applications by individuals and/or organizations working on behalf of the District, District programs, or District properties. To support VPD staff in pursuing outside grant funding opportunities.

**Policy:**

Fundraising and/or grant applications made on behalf of District properties and/or programs, by District stewardship groups or by groups or individuals who wish to work in conjunction with the District, must follow these guidelines:

- Stewardship groups and/or District sanctioned organizations may make park improvements up to \$2,000 in value with that stipulation written into a User Agreement and approved in advance by District staff. Fundraising efforts and/or grant applications, for the purpose of making park improvements over \$2,000 must be approved in advance by the Board at a regular Park District meeting.
- All information/printed materials must be approved in advance by the Executive Director.
- All funds raised or purchases made for property improvements on behalf of the District may be held by the fundraising group on behalf of the District. No project in excess of \$50,000 shall begin without matching funds in place.

Fundraising and/or grant applications made for the benefit of District properties or programs by outside groups or individuals who did not first acquire an approval of the Fundraising effort:

- Such a group or individual can not represent the District in any way or use the Park District name or logo on any printed materials.
- The District is not liable for any fees, costs, match requirements, damages, etc by such an outside group.
- The District is not obliged to accept any funds, grant award, or the donated item/program.

Grant applications made by VPD staff which involves matching funds and/or funds paid up front for reimbursement must be approved in advance by the Board.

**VPD Staff and Board members may make donations and participate in raffle fundraisers, provided the raffle drawing is done publicly or by a disinterested 3<sup>rd</sup> party.**

**Procedures:**

Those wishing to fundraise or apply for a grant over \$2,000 in value on behalf of District properties or programs and are working in conjunction with the District are required to provide a Fundraising and/or Grant Proposal. This Proposal will clearly state who they are, what the funds are for, and how they will proceed in relation to the District. This Proposal must be approved by the Board at a regular Park District meeting before fundraising or grant applications can begin.

**Applicability:**

The Park District will accept only those requests for fundraising and/or grant applications that follow the prescribed procedure and are supportive of the District goals.