

**HELLERTOWN BOROUGH
CONTRIBUTION & DONATION POLICY
Adopted June 4, 2012**

I. Purpose.

As permitted in the Pennsylvania Borough Code, Section 53 P.S. 46202 (67) and (74), Borough Council may choose to make appropriations to organizations that enhance the social welfare and quality of life in the community. The purpose of this policy is to ensure that all charitable contributions and donations made by Hellertown Borough are consistent and in concurrence with the laws and regulations of the Pennsylvania Borough Code and laws and regulations of the State of Pennsylvania. This policy does not affect personal contributions or donations made by Hellertown Borough Council or its employees in their individual capacity.

II. Objective.

To provide financial contributions to support established 501(c)(3) charitable organizations or individuals that address the needs of the community. Our focus areas are: projects that enhance the community as a whole, health and human services projects, educational projects and youth educational programs.

III. Budget.

During the annual budget deliberations, Borough Council may budget funds for approved contributions and donations. Monies not spent in any give calendar year will not accrue to the next year's budget.

IV. Funding Decisions.

All requests for contributions or donations will be made by Borough Council.

V. Application Procedure.

Hellertown Borough does not have a formal application form. To be considered, submit a proposal accompanied by a cover letter that states the legal name and mission, the amount requested the general purpose of the funding and the mission of the organization or individual. If applicable, a copy of the organization's letter from the IRS indicating its tax-exempt status should be included. This request will then be placed on the next regularly scheduled Council meeting agenda for consideration. The applicant is encouraged to attend the meeting.

VI. Exclusions.

Hellertown Borough will not support:

- **Individuals not associated with 501(c)(3) organizations requesting awards, sponsorships or any form of personal financial assistance.**
- **Conferences, seminars, trips, tours or similar group or individual activities.**
- **Religious programs**
- **Political activity of any kind**
- **Labor organizations, fraternal organizations, and social clubs or programs**
- **Athletic foundations that support university, college or semi or professional sports teams**
- **Advertising or direct mail campaigns**
- **Causes and organizations outside the Saucon Valley community.**
- **Organizations that discriminate based on the basis of race, color, creed, gender or national origin.**

Submit your request to:

**Hellertown Borough Council
685 Main Street
Hellertown, PA 18055**