



Donation Requests

Procedure

All donation requests will be referred to the TCE Committee for approval. All donation requests to be funded by TCE will be taken from the community outreach and recreation portion of the budget. Final approval by the Board of Directors or Executive Committee must be given before the donation is made.

Groups requesting donations must submit a written request which includes the following information:

- name of the organization;
- goals and objectives;
- proposed use of donation; and
- number of people involved in proposed activity.

Groups will be encouraged to give sufficient notice of their needs so that money can be put in the TCE budget.

Priorities for Donations shall be as follows:

- CCOC tenants with a proposal that involves CCOC;
- community groups whose work benefits CCOC tenants; and
- groups whose goals and objectives are compatible with CCOC's mandate.

Requests will be dealt with on a first-come-first-serve basis. The amount and number of donations made to the requesting group will also be taken into consideration. All appeals should be referred to the Board of Directors.