

## SPONSORSHIP OF EXTERNAL NON-PROFITS POLICY

**Purpose:** The purpose of this policy is to guide Township employees, the Board of Trustees, non-profit organizations and the public on how the Township will equitably handle special requests that involve financial support and fundraising for nonprofit organizations, or a nonprofit organization's desire to partner with the Township in some fashion to co-sponsor a program or event for the Oak Park community.

**Policy:** The Oak Park Township Board recognizes the important role that non-profit organizations play in strengthening the Oak Park community. The Township welcomes and encourages the work of those organizations that both serve the interests of Oak Park residents, support the values of Oak Park Township; Service, Community, and Caring, and further the Township's vision to provide proactive, responsive, and supportive services for all residents at every stage of life.

To that end, Oak Park Township will:

1. Allow nonprofits to use Township facilities, when the usage meets the guidelines and the criteria set forth in this document and in other Township usage policies and guidelines;
2. In the event of a conflict for use of a facility or location, give priority to Oak Park-based nonprofit organizations in allocating meeting space;
3. Consider providing grants to certain organizations to support services they provide to the Oak Park community. The Township may also provide grants to local organizations and in some cases individuals, through specific grant programs;
4. Occasionally contract with a nonprofit organization to provide a service to the Township government; and
5. Partner with certain nonprofits and other government entities to cosponsor certain events or programs to benefit the Oak Park community as a whole. These organizations should be based in Oak Park or have a long standing affiliation with Oak Park Township.

Below are details about how the Oak Park Township will work with nonprofit organizations.

### **Definitions:**

A nonprofit organization is an organization or business not conducted or maintained for the purpose of making a profit, and for which the distribution of profits to owners is prohibited.

A nonprofit corporation is a corporation no part of the income of which is distributable to members, directors, or officers, that is created by filing a

certificate of formation with the State, and has been organized to meet specific tax-exempt purposes.

A 501(c)(3) is a nonprofit corporation that serves broad public purposes and is organized for educational, religious, scientific, literary, poverty relief, and other activities for the public benefit and can receive charitable status under Section 501(c)(3) of the United States Tax Code.

### **Procedures:**

#### **A. Working with a Nonprofit to Co-sponsor an Event, Program, or Initiative**

In general, Oak Park Township supports nonprofits by providing meeting space and access to facilities at a reduced rate when the organization meets the Township's criteria. Co-sponsorship indicates a higher level of Township support and close connection between the Township's goals and a nonprofit's mission.

Co-sponsorship may include any of the following:

1. Use of a facility without charge or at a reduced cost;
2. Staff involvement in planning or presentation of a program or event;
3. Promotion and publicity by the Township.

Co-sponsored programs and events must:

1. Be evaluated on the following criteria:
  - a. They should be consistent with the Township's Mission, Vision and Values.
  - b. They should be free and open to the public, unless otherwise authorized by the Township Manager.
  - c. They should demonstrate community pride and involvement
  - d. They should not have a religious or political purpose
  - e. The organization wishing to co-sponsor an event or program must be based in Oak Park or have a long-standing relationship with Oak Park Township.
2. Adhere to all relevant Township policies
3. Be approved in advance by the Township Manager.
4. Acknowledge the Township as a co-sponsor in all materials and announcements about the event.

Procedure for co-sponsoring an event, program, or initiative:

1. A nonprofit organization requesting Oak Park Township co-sponsorship of their event or program shall submit a written request to the Township Manager not less than 60 days prior to the proposed event or program;

2. The request should include:
  - a. Name of program or event and description thereof which includes the target audience, goals, theme, and purpose of the event or program.
  - b. Proposed date and time
  - c. Name of requesting organization and the names of its officers
  - d. Contact information for applicant
  - e. Description of co-sponsorship support that the Township is being asked to provide
  - f. All other information required by the Township Facility Use Policy
3. The Township has limited resources to actively co-sponsor events. The Township Manager may decide to deny a co-sponsorship request for this reason.
4. A written letter or email of approval or denial will be sent to the applicant by the Township Manager or his designee. An approval letter will outline the extent of the co-sponsorship and will include a copy of any policy or policies that apply. The notification shall also designate a Township staff member to work with the organization.

#### B. Township Grants

The Township has long established relationships with certain nonprofit organizations based in this community that serve the community. Financial support of these organizations is accomplished by Township grants reviewed and approved annually through the Township budget review process.

#### C. Contracting with nonprofit organizations for services or goods

In order to serve the needs of its taxpayers, the Township may need to hire a nonprofit organization to provide a service or deliver a program to Township employees or to the community at large. In these instances the Township will choose the appropriate organization through a competitive process in compliance with relevant statutes.

#### D. Fundraising and Financial Contributions

On occasion the Township Board or Township officials receive requests to raise money for a cause, to sponsor a particular organization, or to help underwrite the cost of a trip by a class, a club, or a sports organization by making a financial contribution to the organization or by purchasing a table for a banquet or tickets to a fundraising event.

In general, the Oak Park Township government shall not make financial contributions to support organizations or clubs, unless it can be demonstrated that the contribution will benefit the community as a whole or will advance the goals and priorities of the Township government.

E. Exceptions to this section may be authorized by the Township Board in times of catastrophe or widespread hardship.

**Implementation:** This policy will be published on the Township website and will be provided upon request. The Township may develop a form or procedures to further define or explain the requirements of this policy.

Nonprofit organizations using Township facilities, parks, streets, rights-of-way, or other Township properties may be required to provide liability insurance coverage naming the Township as additionally insured.

The Township Manager has the discretion to grant exceptions to this policy.

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