



DIRECTOR POLICY #14 Discretionary Fund (One-time Donations)

Effective Date: April 16, 2026

1. Purpose

To provide quick, low-barrier financial support for community groups or events that fall outside the other two programs.

2. Scope

This policy applies to local community events.

3. Typical Use

Requests for event prizes or small financial sponsorships may be approved by the General Manager, subject to a \$500 monthly cap, and a maximum annual allocation of \$6000. If the full \$500 allocation is not used in each month; the unused amount may roll over to the following month. Roll-over amounts may accumulate but must remain within the annual maximum.

4. Overview

Eligible people or groups may request funding by submitting a formal letter outlining the purpose of the request, the intended use of the funds, and how VCF will be recognized by its support.

5. Funding

Annual Budget: \$6000, with a \$500 monthly cap. The request will be assessed by the General Manager. Upon approval the GM will notify staff to distribute the funds and ensure the expenditure is properly tracked. The Manager will report to the Board at the next regular Board meeting who received funding to ensure transparency, consistency, and alignment with the annual donation budget.

6. Policy Review

This policy will be reviewed as required to ensure continued effectiveness and efficiency.