

the mustard seed.

CO-OPERATIVE GROCERY, INC.

Sponsorship and Donations Policy

Ratified by the Board June 20, 2016

Policy Statement

The Mustard Seed Co-operative Grocery Inc. (“the Co-op”) proudly supports community activities, events and fundraising efforts conducted by non-profit organizations or groups. This is in line with the 7th international principle of co-operation (“Concern for Community”) and one of our four founding mandates (“Good for the Community”). It provides assistance using various methods and approaches. Recognizing that the Co-op’s resources are limited, decisions related to support of community activities, events and fundraising efforts are made in accordance with this policy.

General

1. In cases where the Co-op agrees to provide financial support for eligible community activities, events and fundraising conducted by non-profit organizations or groups, the financial support will be in the form of specific products, Co-op gift cards, the use of Co-op equipment, Co-op credits or any combination of these methods. Cash donations will not be made.
2. The Co-op will only support community activities, events and fundraising that occur within the organization’s primary area of business, which is defined as the City of Hamilton.
3. Under this policy, no financial support will be provided to individuals or events supporting individuals.
4. Under this policy, use of the Co-op’s facilities for fundraising events for third parties (e.g. car washes, barbecues) is not permitted.
5. All support provided by the Co-op is provided at the discretion of the authorities listed in this policy.

Eligibility for Financial Support

1. The Co-op will prioritize and may provide financial support for:
 - a. Community activities, events and fundraising related to food security & food access or raising awareness of these issues.
 - b. Community activities, events and fundraising related to promoting local food.
2. The Co-op may also provide financial support for:
 - a. Community events open to the public generally or a significant portion of the public (e.g. activities related to statutory holidays);
 - b. Cultural activities and events open to the public generally or a significant portion of the public (e.g. music festivals, artistic displays);
 - c. Community activities and events that will raise funds for the general benefit of the residents of Hamilton or a significant portion of the community (e.g. charitable foundation events benefiting the community);
 - d. In all cases, requests for financial support must be submitted by a Co-op member who is in good standing.
3. Financial support will not be provided for:
 - a. Activities of government departments or agencies;
 - b. Sports teams;

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- c. Travel;
 - d. School groups;
 - e. Commercial day cares or preschools;
 - f. Religious observances or promotion activities (religious groups may receive financial support for activities that are not primarily religious in nature);
 - g. Political parties, associations or events that are primarily of a political nature; and
 - h. Activities that would result in a direct benefit to individuals or a small group of individuals.
4. All organizations receiving financial support are required to publicly acknowledge the Co-op's support of their activity.

Sponsorship and Donation Policy Authorities

1. The Board of Directors is responsible for the approval and oversight of this policy.
2. The Board of Directors will determine which charities/organizations are eligible for donation of owner Co-op credits.
3. The General Manager (and any employee or employees to whom s/he may delegate responsibility) shall administer this policy.
4. All requests for financial support or access to the Co-op's property for other community activities, events and fundraising efforts shall be supported by a written request in a form approved by the General Manager.
5. The General Manager may approve, in accordance with the terms and conditions described in this policy, financial support requests up to \$100/month. This amount may be divided up among multiple organizations at the discretion of the General Manager.
6. The decision of the General Manager to fund any, all, or no requests is final and not subject to appeal.
7. If the General Manager receives a request in excess of \$100/month, the General Manager may:
 - a. Approve the financial support in an amount not to exceed \$100;
 - b. Reject the request; or
 - c. Refer the request to the Board of Directors for consideration, if the General Manager believes a donation of more than \$100 may be appropriate.
8. The GM may refuse the request if the person or group requesting support has misused previously provided assistance or support or has failed to provide the Co-op with any publicity promised in the previous application for funding.
9. The General Manager shall inform the Board of Directors, on a monthly basis, of the number, nature and disposition of all requests received related to this policy.