



## **Sponsorship and Donations Policy**

### **1. Purpose**

This policy provides a clear framework for managing external sponsorship and donation requests, as well as recognizing contribution made to Arks Harvest. It ensures our practices are transparent, equitable, and aligned with Canadian Legal standards.

### **2. Sponsorship and Donation Requests from External Partners**

Arks Harvest may receive requests from organizations, community groups, and individuals for support in the form of:

- **Monetary Sponsorships**
- **Produce Donations**
- **In-Contributions** (e.g. volunteer time, goods, space)

#### **2.1 Submission Requirements**

All requests must be submitted **at least one (1) month in advance** of the required support date. All requests must be emailed to: [arksharvest@gmail.com](mailto:arksharvest@gmail.com)

Submissions must include:

- Description of the event or initiative
- Type and amount of support requested
- Connection to Arks Harvest's mission
- Details of any recognition or return (if applicable)

Late submissions will only be considered under **exceptional circumstances**, and must be flagged as urgent.



## 2.2 Evaluation Criteria

Requests are evaluated based on:

- Alignment with Arks Harvest's mission and values
- Community impact and inclusivity
- Available resources and budget
- Past relationships or partnerships

## 2.3 Response Timeline

All eligible requests will receive a **formal response from the Board of Directors following the next Board meeting**, which occurs at the beginning of **each month**. Requests received after the **25<sup>th</sup> of the month** may be deferred to the **next monthly Board meeting** for review. Exceptional or urgent requests will be handled case-by-case.

## 2.4 Review Process

All sponsorship and donation requests are reviewed at the **monthly Board of Directors meeting**. Timing of submissions should reflect this review cycle. Urgent requests must clearly indicate the need for out-of-cycle consideration.

## 3. Donations to Arks Harvest

### 3.1 Legal Disclaimer

Arks Harvest is **not a registered charity** and **cannot issue charitable tax receipts** for financial or in-kind contributions.



### 3.2 Accepted Donations

We welcome contributions including:

- Financial support
- Tools, equipment, and supplies
- Volunteer time and services

### 3.3 Acknowledgement & Recognition

For donations of **\$100 CAD or more**, Arks Harvest may offer **non-monetary recognition**, such as:

- Social media shout-outs
- Logo placement or name recognition at events
- Mentions in newsletters or promotional materials
- Custom acknowledgements as mutually agreed upon

Recognition is offered **at Arks Harvest's discretion** based on alignment with our values and marketing strategy.

## 4. General Provisions

- Arks Harvest reserves the right to decline any request that does not align with our mission or capacity
- All sponsorships and donations must comply with relevant Canadian laws and organizational standards.
- Questions can be directed to [arksharvest@gmail.com](mailto:arksharvest@gmail.com)

## Appendix: Request Submission Form

To simplify the process for individuals or organizations without a formal proposal, a submission form is available. Either a formal proposal or completed submission form is required for all requests.