



Chikaming Township

Donation Program

/INFORMATION & APPLICATION/

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PARKS & RECREATION

You can help sustain Chikaming's community centers, parks and recreational amenities for the future.

Add to the beauty of your favorite community or park — and honor someone or something special — by making a gift to the Chikaming Township's Donation Program.

Chikaming Township's Donation Program allows groups and individuals to donate items to:

- Commemorate special events or milestones.
- Honor individuals or agencies.
- Memorialize loved ones.

Options for donation or adoption include, but are not limited to, benches, trees, flower beds, shelters, historical items, or other items to be placed on township property and maintained by the township. Township staff will work with donors to ensure the donated item is appropriate and beneficial to all park users and residents.

This document provides the application form and basic information to get started. Persons or organizations wishing to donate property should refer to the Township Donation Policy (***see Appendix A***), which will govern all donated items, and use this form to submit their request to the Township Board. ****Note:** *All art donations are subject to review and acceptance by the Township Board ***

All tree and bench donations will be maintained and/or replaced by the township for a period of 20 years. After 20 years, the donation can be renewed by the donor at the going rate. If not renewed, the Township cannot guarantee that the items will be replaced or repaired beyond 20 years. All donations are tax deductible, as allowed by law. All donations toward the purchase of a memorial item include funding to cover ongoing maintenance and replacement costs throughout the

donation period. Chikaming Township will purchase applicable equipment and arrange delivery and installation of the donation items using this funding.

Applications

Donation requests shall be submitted using the Application for Donation (***see Appendix B***). All applications shall be reviewed in accordance with the following procedures and guidelines:

Donations with an estimated value of more than \$10,000 require the approval of the Township Board. Donations with an estimated value of \$10,000 or less require the approval of the Park Board.

Memorial Trees

Memorial trees allow for a special tree planting in honor of an individual or group. Trees purchased through the program are planted in selected Township parks or recreation areas and accompanied by a plaque.

Cost of the program for a **new tree is \$875**, * which includes planting a two-inch caliper tree, installing a 5" x 8" bronze commemorative plaque with a customized message, and continued maintenance of the tree (e.g., fertilizer, mulch, trimming) for a period of 20 years.

The following tree types are recommended for memorial plantings, as they are proven to survive well in the area: balsam fir, red maple, red oak, white spruce, sugar maple, eastern redbud, and flowering dogwood. Other tree types may also be considered.

The Park Board will accept requests for tree placement within a park, trail or on select township properties. The location must be approved by the Park Board. Each site and tree must be carefully considered for its long-term success and to ensure that it will not impact park patrons. Trees are typically planted in the spring and fall.

* Pricing subject to change

Memorial Benches

Groups and individuals can purchase a park bench to be placed in an appropriate park or trail location. The benches are made of environmentally friendly recycled plastic lumber and are designed to tolerate the varying weather conditions. Once a bench and site are selected and approved, the township will order and install the bench on a concrete pad.

The program cost to install a new bench is \$4375 * which includes a 5" x 8" bronze commemorative plaque with a customized message. The Township will maintain the bench for a period of 20 years.

Wording on Plaque

A memorial plaque may be added to the tree or bench location, subject to approval by the Township Board. All plaques are made of bronze or another approved material and are typically 5" x 8" in size.

Wording on the plaque should be as brief as possible and is usually limited to phrases such as: *In Loving Memory of*, *Dedicated to*, or *In Honor of*.

Other Types of Donations or Adoptions

Other items that may be considered for donation include statues, artwork, flower beds, shelters, historical items, recycling stations, playground items, dog waste stations or drinking fountains. Adoption of any of the above items at township parks or trails (except works of art) may also be available. Any item that would be appropriate for a park or trail may be considered. Items must be approved

by the Park Board in accordance with the Donation Policy.

Timeline

All items considered for donation or adoption will be added to the Park Board agenda after review by Park Board staff. The Park Board meets the last Monday of each month. This board has the option to approve the donated item, location and plaque. Once approved and donated money is received, the plaque will be ordered. The plaque usually takes four to eight weeks to manufacture and be delivered. Once the plaque is received, the tree or bench will be ordered. Planting and installation generally take place during the spring or fall, depending on weather conditions.

***Thank you for considering
a gift to support Chikaming
Township Parks!***

APPENDIX A

Chikaming Township Donation Policy



Chikaming Township Donation Policy

A. Purpose

The purpose of this policy is to provide guidelines and procedures for accepting and acknowledging donations of cash, as well as personal property and fixtures, such as trees, benches, flower beds, shelters, statues, art, and historical items, which are to be placed on city property and maintained by the township.

B. Scope

This policy shall apply to donations of cash, personal property and fixtures having an estimated fair market value of \$10,000 or less, including the cost of installation and accompanying plaque (if applicable), approved by the Park Board. Donations of cash, personal property and fixtures valued at more than \$10,000, and donations of real property, shall be accepted by the Board.

C. Related Policies and Documents

1. Chikaming Township's Policy on Naming Public Property
2. Parks, Recreation and Open Space Comprehensive Plan
3. Chikaming Township's Master Plan

D. Guidelines and Procedures

4. A person or organization wishing to donate cash or property to the Township ("Donor") pursuant to its Donation Program shall submit a proposal in writing to the Park board Chairperson. All proposed donations of art, such as paintings, photographs, crafts and statues, shall be referred to the Township Board for review and disposition.
5. Upon receiving a written proposal, the Park Board shall determine whether the proposed item is appropriate for placement, installation or construction on Township property. In making this determination, the Board shall consider:
 - a. The type and value of the item(s);
 - b. The needs of the Township;
 - c. The proposed location;
 - d. The cost of installation and maintenance; and
 - e. Any other relevant factors.
6. The Park Board Chairperson shall forward the recommendation to the Park Board for consideration at its next regularly scheduled meeting. The Board may accept, reject or modify the recommendation. Either the Chair or the Donor may appeal the Board's decision by submitting a written appeal to the Township Supervisor within five business days of the Board's decision. The appeal shall be deemed submitted upon being postmarked, if mailed, or

upon being presented to the Township Clerk, if hand delivered. Email submissions shall not be accepted. The Township Supervisor may affirm the Board's decision without a hearing, in which case the Park Board Chair's decision shall be final; or the Township Supervisor may set the appeal for review and consideration by the Township Board. The Township Supervisor shall communicate his decision to the Donor in writing as soon as practicable.

7. If a plaque is approved by the Board, the plaque shall be made of bronze and should typically be five inches by eight inches in size. Wording on the plaque shall be as brief as possible and is generally limited to memorial or dedicatory phraseology such as:

In Loving Memory of _____

OR

Dedicated to _____

OR

In Honor of _____

8. No donation shall be accepted if acceptance will imperil the tax-exempt status of any township property.
9. Any property, including plaques, donated and accepted pursuant to this policy may later be relocated or altered if the Board determines it is in the township's best interests to do so. In this event, the township will attempt to notify the Donor at his or her last known address.
10. The township may accept applications to adopt existing township-owned property or fixtures at rates less than the cost of acquiring and installing new property or fixtures as established by the township.
11. All tree and bench donations will be maintained and/or replaced by the township for a period of 20 years. Following 20 years, the donation may be renewed by the donor at the then current rate.

E. Pool Fund Account

All donations made pursuant to this policy shall include a fee approximately equal to 25 percent of the value of the donated item, which will be used to cover ongoing maintenance and replacement costs. These funds will be added to a pool fund account which may be used to cover materials and installation costs, as well as future replacement and maintenance needs, of all donated items. The Township may also may purchase equipment necessary for the delivery, installation, or maintenance of the donated items using this fund.

Donation Program Application



DONATION PROGRAM APPLICATION

I wish to make the following donation to support Chikaming Township Parks I understand that final decisions on the acceptance and placement of all donations will be made according to the Township Board Donation Policy.

<input type="checkbox"/> Tree	<input type="radio"/> Donate new (\$875* gift)	* Pricing subject to change
Select tree preference:		
<input type="radio"/> Balsam fir	<input type="radio"/> White spruce	<input type="radio"/> Flowering dogwood
<input type="radio"/> Red maple	<input type="radio"/> Sugar maple	<input type="radio"/> Other (please specify)
<input type="radio"/> Red oak	<input type="radio"/> Eastern redbud	_____
Approximate desired location (e.g., name of park, trail, street):		

Map of location is attached: <input type="radio"/> Yes		

<input type="checkbox"/> Bench	<input type="radio"/> Donate new (\$4,375* gift)	* Pricing subject to change
Approximate desired location (e.g., name of park, trail, street):		

Map of location is attached: <input type="radio"/> Yes		

NOTE: Township staff will contact you to discuss the following proposed donation or adoption options in greater detail.

<input type="checkbox"/> Artwork (donation only)	<input type="checkbox"/> Playground item (donation or adoption)
<input type="checkbox"/> Dog waste station (donation or adoption)	<input type="checkbox"/> Recycling station (donation or adoption)
<input type="checkbox"/> Drinking fountain (donation or adoption)	<input type="checkbox"/> Shelter (donation or adoption)
<input type="checkbox"/> Flower bed (donation or adoption)	<input type="checkbox"/> Statue (donation or adoption)
<input type="checkbox"/> Historical item (donation or adoption)	<input type="checkbox"/> Other _____

WORDING FOR PLAQUE (Examples of phrases to use: In honor of, In loving memory of, Dedicated to.)

Row 1:

Row 2:

Row 3:

DONOR CONTACT INFORMATION

Name:

Address:

City:

State:

ZIP:

Phone:

Email:

Submit application and map (if required) to:

Mail: Chikaming Township Parks PO Box 40 Harbert, MI 49115

Email: parkboardchair@chikamingtownship.org

More information:

Phone: