Town of Herndon
De Minimis Donations
Policy Statement
August 12, 2025

Background
Town Council has expressed support in providing funding for small donations to non-profit and not-for-profit organizations. The purpose of this policy is to establish a framework and approval authority to respond to donation requests.

Definition
For purposes of this policy, small (de minimis) donations shall be defined as a donation of cash, services, or items with a value per donation of less than $250.00.

Available Funding
Funding availability for small donations is subject to Town Council action. The Town Council may appropriate funding for small donations through the annual budgeting process, or by budget amendment or transfer.

Program Qualifications and Guidelines

- Non-profit and not-for-profit organizations in good legal standing may be eligible for a small donation through this program. Individuals and businesses are not eligible for funding through this program; monies shall not be remitted to individuals, business entities, or announced candidates for political office. The Town does not promote or advocate political or religious events.

- To make a donation request, qualified applicants must complete the online application and provide any requested support. Applications will be reviewed administratively by town staff. Applications can be submitted up to one year in advance.

- The Town Council has delegated authority to the Town Manager to approve or deny small donationrequests.

- Requests for a donation under this program are open throughout the fiscal year (July 1 – June 30), subject to funding availability, and on a first come first served basis.

- In an effort to accommodate a variety of requests, organizations are limited to two donations per fiscal year under this policy.