TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

AUGUST 12, 2025

Resolution- **to establish a De Minimis Donation Policy Statement, appropriate funds for the program and delegate approval authority.**

The Town Council for the Town of Herndon, Virginia is supportive of providing small (de minimis) donations to qualified organizations. The proposed policy statement on de minimis donations provides the administrative framework for small donation requests received by the Town of Herndon. Under the Code of Virginia, localities may appropriate funds to any charitable or non-profit organization if the organization provides services to the residents of the locality and if such organizations are not controlled in whole or in part by any church or sectarian society.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The De Minimis Donations Policy Statement, dated August 12, 2025, is adopted.

2. The Town Council authorizes a budget transfer of $2,500 to appropriate funding for the program.

3. The Town Council delegates approval authority for donations under this policy to the Town Manager.

4. The De Minimis Donations Policy Statement and program are in effect as of adoption.

A Copy – Teste:

Margie C. Tacci
Deputy Town Clerk

TOWN OF HERNDON, VIRGINIA 1879

MOTION: **Reyes**
SECOND: **Alam**
RE: **Resolution 25-G-41**
ACTION: **Adopted**

Votes
Ayes: Alam, del Aguila, Garcia, Reyes, Mayor LeBlanc
Nays: None
Absent from Vote: Lloyd, Hedrick
Absent from Meeting: Lloyd, Hedrick

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.