

# CITY OF GALENA, ILLINOIS



## Monetary Donation for Civic Improvement

### Policy Details:

The City of Galena accepts monetary donations for civic improvements. Examples of eligible projects and purchases include: pavilions, gazebos, flower gardens, playground equipment, and needed departmental equipment. (Donations for benches and trees are covered by separate policies.) Funds for civic improvements are accepted according to the following conditions:

1. The applicant must complete this form to initiate review of the donation request;
2. The applicant may request a location for the improvement or a request the purchase of specific equipment for departmental use. A committee of the Director of Public Works, Facilities Manager and City Administrator (and the appropriate department head in the case of an equipment donation) will review the proposed improvement or purchase and make a recommendation to the city council. The review committee may request a recommendation from the Historic Preservation Commission. The city council will make all final decisions related to the application and no donation may be accepted without city council approval;
3. All approved improvements must be funded in full by the applicant, even in the event the final cost exceeds the original estimate;
4. The completed improvements shall become the property of the City of Galena and the City retains the right to relocate the improvements or dispose of the equipment if and when it is considered necessary to do so;
5. In the case of physical improvements, each approved applicant will, at his or her option, be entitled to a single bronze plaque not to exceed 3" x 12" memorializing the special contribution to the City. The plaque will be mounted on the improvement or in a concrete pad level with ground. The text on the plaque may include the name of the donor, the name(s) of the person(s) the donor wishes to memorialize or recognize, and relevant dates;
6. Anonymous donations cannot be accepted.

Donation of Civic Improvement Application:

Name of Applicant: \_\_\_\_\_ Number #: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Description of proposed improvement or equipment purchase: \_\_\_\_\_

Requested location for improvement: \_\_\_\_\_

Optional: Requested text for plaque (limit to 75 characters): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date