

Attachment A
**Non-profit, Charitable Activity and Sponsorships Policy Directive of the Port Commission
of the Port of Port Townsend**

Purpose:

To adopt Port criteria consistent with state law for Non-profit, Charitable Activity and Sponsorships

Background:

In making the evaluation of whether a non-profit and or charitable activity, event or sponsorship is allowed or prohibited, the Commission and staff should consider the governing principles for Port action:

1. *Is the action covered by an express grant of authority?* (For example - economic development, promotional, tourism?) If so, allowed.

2. *Is the action fairly implied by, or incidental to, an express grant of authority?*
Can one justify that the activity, event or sponsorship is related to economic development, promotional, tourism? If so, allowed.

3. *Does the proposed action involve a gift of public funds (prohibited)?* Or-
alternatively, will the Port received consideration - something of value in return?
(Allowed).

4. *Does the proposed action involve a lending of public credit?* (Prohibited).

Ultimately, all activity, events or sponsorship should be tied to accomplishing an express Port purpose.

Policy:

- Any non-profit, Charitable Activity and Port Sponsorship must be submitted in writing for approval to the Port's Executive director or his designee for approval.
- The proposal must include a description of the (1) proposed activity, and (2) how the activity is related to an authorized port purpose (economic development, promotional, tourism, etc).
- If the activity is expected to result in consideration to the Port (marketing, promotional, etc), an estimated dollar value of the benefit to the Port should be listed.
- Any marketing or promotional benefit to the Port should be documented (i.e., record kept of brochures, photos of banners, etc).
- **In no case shall the Port make a gift of its public funds, or lend its public credit.** See Washington Constitution Article VIII, section 7. The prohibition against any gift of public funds or lending of public credit is absolute, without regard to the purpose of the gift or lending of credit.
- All activity, events or sponsorship must be tied to accomplishing an express Port purpose.