

MUNICIPAL GRANT AND DONATION POLICY

Policy Type: Treasury	Effective Date:	December 17, 2019
Department: Administration	Approval Level:	Council
Division: Finance	Report:	ADMIN 43-19

1.0 PURPOSE

- 1.1 To provide support to non-profit groups and organizations that provide programs, services or events that are of a general benefit to the community and to offer awards and gifts to persons whose actions or achievements are, in the opinion of Council, worthy of note and recognition. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life.
- 1.2 Funding is contingent on the approval of the operating budget by the Township of Cramahe Council.
- 1.3 The object of this policy is to treat all organizations fairly and consistently. The intent of the Township's Municipal Grant and Donation program is to provide modest levels of support and assistance to community non-profit organizations and volunteer groups.
- 1.4 This policy is tailored to two types of grants and donations:
 1. A direct grant of funding – monetary value
 2. In-kind contribution grants – contributions of municipal property/facilities, materials or resources other than cash – financial value of the in-kind services considered by Council during the application evaluation process.
- 1.5 Council will consider requests for a direct grant/donation of funds (monetary) or in-kind contribution (non-monetary).
- 1.6 There is no guarantee that a request will be approved.
- 1.7 Council will set an amount annually in the budget to be apportioned to grants and donations. Each request will come before council in writing to be considered. Once the annual budgeted amount has been exhausted, any further donation requests will not be considered. They may be held in a file to be reviewed during the next budget process.

2.0 POLICY STATEMENT

2.1 The Township of Cramahe recognizes the valued contributions being provided through the volunteer efforts of community groups and organizations on behalf of the residents.

Municipal grant and donation funding demonstrate Council's commitment to working with groups and organizations which provide these beneficial programs, services and events to the community and recognizes the financial constraints impacting the Township's ability to provide funding to these groups and organizations.

3.0 APPLICATION

3.1 This policy establishes:

1. Eligibility requirements
2. Identifies types of funding available
3. Outlines the application process

3.2 Funding Eligibility

Groups or organizations must meet the following criteria in order to be considered for a Municipal Grant or Donation:

1. Must show that it involves volunteers and offers programs which address identifiable needs in the Township of Cramahe or which provide benefit to the general community.
2. Must be a non-profit organization
3. Must demonstrate a clear need for the funds being requested in order to enable the group or organization to provide a specific program, service or event
4. Shall have designated Executive Members or a Trustee who will assume responsibility for the administration of the funds provided
5. Must be located within the Township of Cramahe and provide a direct benefit to the Township of Cramahe and/or its ratepayers/residents
6. Shall submit, by January 15th of each year, a completed application form that is attached hereto as Schedule "A"
7. Must provide a budget for the upcoming fiscal year or for the specific project/event for which the funding is being requested
8. Must include all necessary application documentation and information
9. Must provide a copy of the group or organization's most recent annual financial statements with the application
10. The organization/group has fulfilled any obligations outstanding from previous grant awards.

11. Incomplete application/information will not be forwarded to Council for consideration
12. Grant application requests will be date-stamped and acknowledgement sent to the application by email
13. Applications will be reviewed and evaluated to ensure that each is in compliance with the eligibility criteria and, subject to meeting the requirements, will be presented to Council at a regular meeting of Council and in conjunction with the Budget process
14. Council will choose to allocate, or not allocate, funds to eligible groups or organizations, as they deem appropriate
15. Council is not constrained by the amount requested by the applicant in the application, but rather may determine to award less or more than requested
16. Cheques will be issued for the total amount that Council has approved for each group or organization following the approval of the budget
17. Only one grant request per group/organization per year will be considered
18. Grants and donations made by the Township are not to be regarded as a commitment to continue such grants/donations in the future
19. No grant/donation or in-kind contribution will be considered unless specifically authorized by Council in the form of a resolution by support.
20. In making a grant/donation, Council may impose such conditions and/or restrictions as it deems fit.

3.3 Activity Eligibility

Council recognizes that many groups and organizations offer events, programs and services that benefit the community. Council will consider requests for events, services and programs that fall under one of the following:

1. Operating Support Grants – that support an on-going community-based program recognized as a priority within the community.
2. Community Social, Recreation and Parks Grants – assists with community based recreation programming, seniors programming or property and community facilities maintenance (buildings, sites, trails, beach areas).
3. Community Cultural and Heritage Grants – supports cultural and heritage conservation and public education.
4. Community Festival and Event Grants – a one-time or recurring event that Council has determined provides some significant benefit to the community, and is open to all members of the public.

5. Community Development Grants – supports, economic advancement of the community, health and welfare of people within the community

3.4 Funding and Activity Non-Eligibility

Council will not consider providing a Municipal Grant or Donation to the following:

1. Individuals
2. For profit businesses
3. Groups/Organizations with political or religious affiliation
4. Groups/Organization who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds
5. Other levels of government
6. Discriminatory activities and events
7. Activities that are contrary to the policies of the Township
8. Activities which are deemed to be unlawful

3.5 Grant Program Components

1. Grant awards as a direct benefit to Cramahe residents/ratepayers within the municipal boundaries
2. Grant awards as an indirect benefit to Cramahe residents/ratepayers provided that the group or organization must have a known presence in the Township of Cramahe and provide non-profit services, programs or activities to the Township of Cramahe.

3.6 Types of Financial Assistance

1. Municipal Grant and Donation requests include monetary contributions and “in-kind” contributions for Township owned resources:
 - Use of Township owned facility(is) (fee waived/reduced)
 - Use of Township owned equipment (fee waived/reduced)
(includes Municipal Staff to operate equipment)
 - Use of Township owned materials (fee waived/reduced)
 - Use of staff resources (regular/overtime)

3.7 Notification

All applicants shall be notified by the Township Clerk, in writing, regarding the decision of Council. All notices of decision by Council will be incorporated in the minutes of the Council Meeting.

3.8 Right of Appeal

There shall be no right of appeal. Council's decisions regarding grants and donations are final.

3.9 Requests for Assistance outside the Scope of this Policy

Notwithstanding any other provision in this policy, Council may make grants or donations to groups or organizations at any time during the year where they deem such contributions to be warranted due to extraordinary situations.

Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council may consider each case on its merits and any assistance provided will be without precedent.

3.10 Compliance

The Township reserves the right to request any and all information that the Township deems necessary in order to determine compliance with the requirements of this policy.

3.11 Financial Accountability

Grants may be approved with certain terms and conditions. The letter of approval will state if any particular restrictions apply to the grant. Funding, including multi-year grant awards, may be revoked for failure to comply with the terms and conditions.

Successful applicants who receive funding must report on how the funding was spent and the impact the fund achieved. Reports must be submitted to the Township by November 30th of the same year (or 30 days following the event/program) of the same year for which the grant was approved. (I.e. The grant is awarded January 20, 2019 – the grant recipient must provide a completed report by (November 30, 2019 or, *alternatively*, by February 20, 2019 *if it is 30 days after the event that is approved*).

Organizations that require by law, reviewed or audited financial statements, shall provide a copy of those statements, along with a copy of the management letter (if applicable), on an annual basis.

3.12 Roles and Responsibilities

Council is responsible for determining the amount to be included in the annual operating budget for Municipal grants and donations. They are also responsible for the

assessment of grant applications in relation to the assessment criteria outlined in the policy and to determine how the funding will be allocated to specific projects.

Township staff is responsible for:

1. Preparing and posting the application form
2. Submitting by the deadline, any supplementary information if required
3. Completing the reporting requirements

4.0 Definitions

4.1 Applicant – group or organization making the request

Clerk – the person appointed by Council to fulfill the responsibilities and duties of the Clerk as defined in the Municipal Act 2001, Section 228 and his/her designate

Facility – municipal lands (parks, sport fields), buildings and portions of buildings available for rent or lease (owned and operated by the Township).

Fees – fees levied with respect to the renting/leasing of facilities and related fees as set out in the Township’s Fees and Charges By-law.

In-Kind grant – the contribution of municipal property/facilities, materials or resources other than cash.

Non-Profit Organization – an organization that does not exist to make a profit and provides public benefit through arts, culture, recreation, education and/or community-focused activities operating within the Township of Cramahe.

Other Levels of Government – includes:

- Crown Agencies and Corporations (Federal and Provincial)
- Hospitals
- School Boards
- Universities, Colleges, Post-Secondary institutions
- Approved agency designated as a Children’s Aid Society
- Local Boards
- Boards of Health
- **Township** – The Corporation of the Township of Cramahe