

**THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS**

**BY-LAW NO. 2011-60**

**A BY-LAW of the Corporation of the Township of South Dundas to adopt a Policy as per the provisions of the Municipal Act, 2001, as amended.**

**WHEREAS** *the Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, states that a municipality and a local board shall adopt policies with respect to certain matters;

**NOW THEREFORE** the Council of the Corporation of the Township of South Dundas hereby enacts as follows:

1. THAT Policy No. 1-1 be repealed in its entirety and replaced with Policy 1-1 as attached as Schedule "A" to this By-law is hereby approved.
2. THAT the Policy in Schedule "A" shall be effective on the date of passing.

**READ** and passed in open Council, signed and sealed this 6<sup>th</sup> day of September, 2011.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## Schedule "A" to By-Law No. 2011-60

<b><u>POLICY MANUAL</u></b>	<b><u>POLICY NO. 1-1</u></b>
<b>For Township of South Dundas</b>	<b>EFFECTIVE DATE: September 2011</b>
<b>SUBJECT: Grants/Donations</b>	<b>DEPARTMENT: Council</b>

### **PURPOSE:**

The Township of South Dundas recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate donations demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

### **POLICY:**

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements. Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

### **PROGRAM INTENT:**

Every year the Municipality receives more donation/grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the "Municipal Grants/Donation Program" is to share available resources throughout the municipality. Grants/Donations are intended to provide modest levels of support and assistance to community non-profit organizations.

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for all municipal grants/donations including: Community Organization grants/donations, In-Kind Contribution grants, Special Events grants and Community Events grants.

Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant/donation program. Council will retain the right to make the final decision on both the overall funding allocation and the individual grant/donation.

### **TYPES OF GRANTS / DONATIONS:**

The different types of grants awarded under the Municipal Grants/Donations Program are as identified.

"Community Organization" grants/donations are defined as operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses.

"In-Kind Contributions" grants are based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on

behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include the estimated value of the application under consideration.

**TYPES OF GRANTS / DONATIONS (Cont'd):**

“Special Events” are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization and/or an event of municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the Township.

“Community Event” is defined as a recurring event that Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

**FUNDING ELIGIBILITY:**

An applicant organization must meet the following general criteria in order to be considered for a Township of South Dundas grant/donation:

- Applicants must be non-profit community groups and organizations that have been in existence for a minimum of one year
- Individuals are not eligible
- Applicant’s organization must be governed by a community-based volunteer Board of Directors who must provide a letter of confirmation demonstrating approval of the proposal
- There can only be one application per organization/project per year.
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Township of South Dundas grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, and recreation and/or healthy living activities.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- The organization shall show evidence that it has fully explored other sources of financial support including upper levels of government, foundations, private industry, churches, United Way, and user fees if applicable.
- an organization receiving financial assistance from the Township of South Dundas should not act in the capacity of a funding body for, or make grants/donations to any other group or organization.
- Grants/donations shall be used only for the purpose approved by Council. The recipient shall notify Council of any proposed material changes to the nature of or budget for, the activities for which the grant has been made and shall use the grant for such altered activities only with the prior consent of Council.
- The recipient shall repay the whole or any part of the grant, as determined by the Township of South Dundas, if the recipient;
  - ceases operating;
  - ceases to operate as a non-profit organization;
  - merges or amalgamates with another party;
  - has knowingly provided false information in its application;
  - uses funds for purposes not approved by Council;
  - breaches any of these terms and conditions.

- Any unused portion of a grant remains the property of the Township of South Dundas. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient on request.

#### **FUNDING ELIGIBILITY (Cont'd):**

- To qualify for funding, the group must demonstrate its commitment to all of the following principles:
  - accessibility;
  - effectiveness; and
  - accountability through sound management and financial practices.
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization, within the current fiscal year, must spend any grant funding on the sole purpose for which it was awarded.

#### **APPLICATION:**

All grant applications shall be directed to the Treasurer on or before November 30<sup>th</sup> of each year to ensure they are incorporated in the annual budget.

Only one grant/donation request per organization per year will be considered.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. The organizations purpose, function and the service it provides to the community;
2. The amount of financial assistance required;
3. The benefits in the community resulting from the grant;
4. A detailed proposed budget for current year, detailing expenditures and revenues, including a list of all other grants and/or donations;
5. Financial statements from the immediate preceding fiscal year.
6. Listing of the current Board of Directors, including addresses and phone numbers.
7. Copy of the minutes taken at the most recent annual general meeting or at a regular meeting of the applicant organization.

#### **APPLICATION REVIEW PROCESS:**

Late or incomplete applications for any grants will not be forwarded for consideration. Completed applications for Community Organization grants, Special Event and Community Event grants (as defined by this policy) which are received by the November 30<sup>th</sup> application deadline will be forwarded to the Council as a Whole during budget deliberation meetings for review and consideration.

**APPLICATION REVIEW PROCESS (Cont'd):**

In considering grant applications, Council will evaluate applications in terms of the general and financial criteria and principles outlined in the Municipal Grants Program Policy and may interview any group during the yearly budget deliberations with final recommendations based on the total grant allocation and approval of individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval.

Grant applications determined to be ineligible for funding shall be notified, in writing, of Council's decision.

**PAYMENT:**

The term of a grant shall be for one year only unless Council has endorsed a multi-year commitment.

Applicants are advised that grants may not be continued from year to year.

Renewals are not automatic nor are any increase in funds.

Grant recipients will be notified in writing of the grant amount approved following Council approval of the Township's annual budget.

Payments shall be made upon submission/verification of invoices/cancelled cheques directly related to the purpose of the funding approval. Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions that apply to the grant.

## **GRANTS / DONATIONS TO ORGANIZATIONS**

### **PURPOSE:**

The Township of South Dundas recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate donations demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

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# 2012 MUNICIPAL GRANT/DONATION APPLICATION

Application Due Date – November 30, 2011

Please ensure that you provide full, complete and clear answers to all questions on this form. Failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being rejected.

Please provide supporting documentation as appropriate and label any attachments according to the section on this form.

## **Contact Information**

Organization Name:

\_\_\_\_\_

–

Mailing Address:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Position:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

–

## **Organization General Information**

Number of Members:

\_\_\_\_\_

Membership Fee (if applicable):

\_\_\_\_\_

Type of Organization (i.e. Registered Charity, Non-Profit Organization, etc.)

\_\_\_\_\_

Is the organization governed by a Volunteer Board of Directors? \_\_\_\_\_

Number of years in existence:

\_\_\_\_\_

Outline the mission, purpose and objectives of your organization and the service(s) it provides to the community.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Sample Budget format to be used to demonstrate funding request:

<b>2012</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>
<b>Budget Estimate</b>	<b>Actual</b>	<b>Budget</b>	<b>Projected to Year-End</b>
<b>REVENUE</b>			
Township of South Dundas			
Program Revenues			
Donations/Fundraising			
Other (describe)	_____	_____	_____
_____			
<b>EXPENDITURES</b>			
Salaries and Wages			
Materials and Supplies			
Services and Rents			
Other			
Capital Expenditures	_____	_____	_____
_____			
Surplus / (Deficit)	_____	_____	_____
_____			

**Signature of Authorized Officials**

Signed on behalf of the Organization by Authorized Officers:

_____	_____	
Signature	Position	Date

_____	_____	
Signature	Position	Date

**NOTE: The release of all funds is contingent upon the Township receiving a copy of the organizations financial statements for the previous year.**

Submit completed original application and supporting documentation to:

Township of South Dundas  
4296 County Road 31  
Box 160  
Williamsburg, ON K0C 2H0

## **Application Checklist**

Please confirm below that your organization has provided the following information with your application.

1. Application Submitted on \_\_\_\_\_ (Date)
  
2. A list of current Board Members  Yes  
 No
  
3. Letter of Confirmation from Board approving application  Yes  
 No
  
4. Demonstration of Need for Assistance  Yes  
 No
  
5. Summary of other funding sources explored  Yes  
 No
  
6. Financial Information:
  - a) Previous years financial statements  Yes  
 No
  - b) 2010 Actual, 2011 Budget and Projected,  Yes  
 No  
2012 Budget Estimate
  
7. Minutes from Annual General Meeting or Regular Meeting  Yes  
 No

## 2012 MUNICIPAL GRANT/DONATION APPLICATION

### In-Kind Services Form

(Please complete if applying for In-Kind Services and attach to application)

Organization Name: \_\_\_\_\_

Administrative & Financial Services	Description of Services Required	Cost, if known
Labour		
Equipment		
Material		
Other		
<b><i>Total Estimated Administrative and Financial Services</i></b>		

Protective Services (Fire, Building)	Description of Services Required	Cost, if known
Labour		
Equipment		
Material		
Other		
<b><i>Total Estimated Protective Services</i></b>		

Public Works Services (Roads, Water, Sewer)	Description of Services Required	Cost, if known
Labour		
Equipment		
Material		
Other		
<b><i>Total Estimated Public</i></b>		

<i>Works Services</i>	
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<b>Recreation and Facilities Services</b>	<b>Description of Services Required</b>	<b>Cost, if known</b>
Labour		
Equipment		
Material		
Other		
<b><i>Facilities Services</i></b>	<b><i>Total Estimated Recreation and</i></b>	

<b>Other Services</b>	<b>Description of Services Required</b>	<b>Cost, if known</b>
Other (please specify)		
<b><i>Other Services</i></b>	<b><i>Total Estimated</i></b>	

<b><i>Kind Services</i></b>	<b><i>Total In-</i></b>	
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**Signature of Authorized Officials**

Signed on behalf of the Organization by Authorized Officers:

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Signature

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Position

Date

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Signature

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Position

Date