

<b>POLICY MANUAL</b>	<b>POLICY NO. 1-1</b>
<b>For Municipality of South Dundas</b>	<b>EFFECTIVE DATE: September 2011 Revised: December 1, 2015</b>
<b>SUBJECT: Grants/Donations</b>	<b>DEPARTMENT: Council</b>

## **PURPOSE:**

The Municipality 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 Municipality'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.

“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.

“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 Municipality.

“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 Municipality 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 Municipality 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;

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

- 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, fundraising events, donations, other sources and user fees if applicable;
- An organization receiving financial assistance from the Municipality 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 Municipality 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; or,
  - breaches any of these terms and conditions.
- Any unused portion of a grant remains the property of the Municipality of South Dundas. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient on request;
- 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; and,
- 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 December 23rd 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 current and immediate preceding fiscal year;
6. Listing of the current Board of Directors, including addresses and phone numbers; and,
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 Special Event and Community Event grants (as defined by this policy) which are received by the December 23rd application deadline will be forwarded to the Council as a Whole during budget deliberation meetings for review and consideration.

All applications will be reviewed by the CAO or his/her designate to ensure that the applications meet the guidelines (as defined by this policy).

Grant applications determined to be ineligible for funding shall be notified, in writing.

In considering qualified grant applications, Council will evaluate applications in terms of the general and financial criteria and principles outlined in the

Municipal Grants Program Policy. All applicants will be required to present their proposal to Council during budget deliberations for the upcoming fiscal year.

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.

**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 Municipality'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.



## **Municipal Grant Application**

**Application Due Date: December 23, 2015**

Please ensure that you provide full, complete and clear answers to the 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 delayed or rejected.

### **Part A – Community Agency/Organization Information**

Name of Community Agency/Organization

CONTACT PERSON

TELEPHONE NO.

EMAIL

MAILING ADDRESS

### **Part B – General Information**

Number of Members \_\_\_\_\_ Membership Fee, if applicable \_\_\_\_\_

Type of organization (ie. Registered Charity, Non-Profit, no status, etc.) \_\_\_\_\_

Incorporated as Non-Profit Organization ☐ Yes ☐ No

Outline the mission statement, purpose and objectives of your organization.

## Part C – Grant Request

Under what classification are you requesting a Grant?

COMMUNITY/SPECIAL EVENTS GRANT ☐

IN-KIND CONTRIBUTION GRANT ☐  
(Provision of facilities, materials or resources)

AMOUNT OF GRANT REQUESTED \$ \_\_\_\_\_  
Or  
IN-KIND SERVICE REQUESTED

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LAST REQUEST FOR ASSISTANCE:

Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_ Received \$ \_\_\_\_\_

In-Kind Services Received:

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PURPOSE OF GRANT

(Provide an overview of the service your organization provides to the community, please include the benefits the community would receive as a result of this grant.)

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## Part D – GRANT FUNDING

### PROJECT FUNDING:

(Indicate what other sources of funding has been received or applied for.)

- |  |   |
|--|---|
| <input type="checkbox"/> Senior levels of government | <input type="checkbox"/> United Counties of S.D. & G.   |
| <input type="checkbox"/> Fundraising Events          | <input type="checkbox"/> Other Sources (please specify) |
| <input type="checkbox"/> Donations                   |   |

Please provide specific details:

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WILL THE MUNICIPALITY BE THE PRIMARY FUNDING SOURCE OF THIS SERVICE/PROGRAM?      YES ☐      NO ☐

If application is for a Special Event, please answer the following:

1. How many participants are expected? \_\_\_\_\_
2. How large an attendance/audience is expected? \_\_\_\_\_
3. Will there be a charge to participate? \_\_\_\_\_

What may be the implications if a Municipal Grant of In-Kind Services is not approved?

## APPLICATION CHECKLIST

Copies of the proposed and current year's budgets, detailing expenditures and revenues, including other grants and other sources of revenue, must be submitted with this request.

Current Budget	<input type="checkbox"/>	Proposed Budget	<input type="checkbox"/>
Board of Directors Listing	<input type="checkbox"/>	AGM Minutes	<input type="checkbox"/>
Statement of Revenue and Expenditures, signed by 2 directors		<input type="checkbox"/>	

## APPLICATION AUTHORIZATION

Signed on behalf of the organization by authorized officers:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**2016 IN-KIND SERVICES (Please complete & attach to application)**

<b>Administration</b>	<b>Description of Services Required</b>	<b>Costs, if known</b>
Labour		
Equipment		
Material		
Other		
<b>Total Estimated Transportation and Parking Services</b>		
<b>Planning &amp; Enforcement</b>	<b>Description of Services Required</b>	<b>Costs, if known</b>
Labour		
Equipment		
Material		
Other		
<b>Total Estimated Planning &amp; Enforcement Services</b>		
<b>Public Works</b>	<b>Description of Services Required</b>	<b>Costs, if known</b>
Labour		
Equipment		
Material		
Other		
<b>Total Estimated Public Works Services</b>		

<b>Recreation and Facilities</b>	<b>Description of Services Required</b>	<b>Costs, if known</b>
Labour		
Equipment		
Material		
Other		
<b>Total Estimated Recreation and Facilities Services</b>		
<b>Other</b>	<b>Description of Services Required</b>	<b>Costs, if known</b>
Labour		
Equipment		
Material		
Other		
<b>Total Estimated Other Fees</b>		
<b>Total In-Kind Services</b>		

Signed on behalf of the organization by authorized officers:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date