



## Municipal Grant/Donation Policy

Approval Date: September 3<sup>rd</sup>, 2019

### Policy Statement

The Township of Montague's policy on municipal grants and donations is to establish and maintain an orderly procedure for organizations and groups making application for grant money from the Township.

NOTE: THIS POLICY DOES NOT APPLY TO CEMETERIES

### Purpose

The purpose of this policy is:

- To establish funding criteria and application procedures for requests for financial assistance from groups and organization in the community of Montague;
- To provide council and staff with clear direction in considering and responding to requests for assistance;
- To provide an accessible and equitable process for groups and organizations seeking donations from council;
- To establish an annual calendar for the processing of all donation requests;
- To provide a process which allows council to conduct a meaningful comparison of requests for donations;
- To provide a process which allows the council to maintain a more equitable distribution of council donations;
- To enhance council's appreciation and understanding of community groups operating in Montague Township.

All requests for a donation must be made through the application process as outlined in this policy. Individual departments or employees have no authority to approve/grant donations requests.

### Types of Grants

1. **Monetary Donations to a maximum of \$5,000.**  
**Please Note: Council may make exemptions based on needs.**
2. **Grants 'In-Kind'**

### **3. Pins and Collectibles**

#### **Application**

Council recognizes that many groups and organizations conduct events and provide programs which benefit the community. Council will consider requests for grants from groups/organizations that meet at least one (1) of the following criteria:

- A not for profit organization that meets the criteria established in Chapter 2 “Eligibility Requirements” of the Lottery Licensing Policy Manual issued by the Province of Ontario.
- Any group or organization that would increase the general public’s awareness of our community in a positive manner.
- Any group or organization that provides a recreational or cultural service that the Township currently does not provide.

Contributions will not be made for the following purposes:

- Discriminatory activities or events or those that would incite hatred;
- Activities that are contrary to the policies of the municipality; or
- Activities which are deemed to be unlawful.

While Council will consider requests for contribution, there is no guarantee that a request will be approved.

#### **Announcement/Notification**

Council will advertise in the local newspaper and on the municipal website during the month of October each year for grant/donation applications. To be considered for the Financial Assistance Program all applications must be completed and submitted by the deadline on November 30th of each year. The Application form is available on the website at <http://www.township.montague.on.ca/> or by visiting the municipal office at 6547 Roger Stevens Drive, Smiths Falls ON.

All applicants will be notified regarding Council’s decision about the application in writing. Recipient’s names and amounts donated shall be made available in a report to Council, also available on the municipal website. Recipients and amounts may also be advertised in the media.

All applicants shall be notified in writing from the Clerk’s office in regards to scheduling their delegation for Council.

## **Criteria**

- Preference will be given to applicants that are non-profit community groups and organizations;
- Applications from school teams/clubs are eligible and should be endorsed or sponsored by a teacher, leader or coach;
- The non-profit organization/group on the application must be located in the Township or serve the Township residents, or their event/program must be hosted in the township;
- Each application must demonstrate there is a need for financial assistance;
- Applicants must demonstrate a reasonable effort to raise funds from sources other than the Municipality;
- Applicants will be required to a delegation to Council at least once during the year of award or application year.

Applicants must agree to acknowledge the Municipality's contribution in all publicity/promotion relating to the event or activity to which the donation applies.

## **Application Process**

- Late or incomplete applications for grants will not be forwarded for consideration
- All decisions of Council are final. There will be no appeals.
- All requests for grants must be submitted to the Clerk by the set deadline of November 30<sup>th</sup> of each year to allow appropriate time for consideration by Council and shall be made by submitting a completed "Donation Request Application" attached as Appendix "A".
- Council shall allocate an annual amount for donation purposes yearly within the municipal budget. The amount of funds shall be distributed based upon the evaluation of the requests received by the deadlines.
- No donation will be granted unless specifically authorized by Council in the form of a resolution for support or as otherwise authorized by this policy.
- In making donations the Township reserves the right to impose any conditions and restrictions that it deems fit.
- Those submissions reviewed by Council will be contacted in writing by the Clerk's office outlining the results of the review and will include any other necessary information.

## **Funding**

The applicant organization, within the current fiscal year, must spend any grant funding on the sole purpose for which it was awarded. The Township does not wish this policy to be sole source of funding therefore; all grant types will have a maximum of \$5,000.00

per application. This is to assist Council in keeping grant funding distribution equal and fair.

It will be at Council's discretion if an application receives the full amount it has requested. Council reserves the authority to award grants over and above \$5,000 at their discretion.

Grant awards up to a limit of \$1,500.00 shall be issued in full upon notification of being awarded financial assistance.

Grant awards greater than \$1,500.00 shall be paid in installments which will be detailed in the award notification letter.

Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant.

Donations made by the Township shall not be regarded as a commitment for continued support in the future.

Any unused funding must be reported to the Township with an explanation of why it went unused. Council will determine if the unused funds must be returned to the Municipality.

In the event the event/program is cancelled, the Township must be notified immediately. Council will determine if the funds must be returned to the Municipality.

**APPENDIX "A"**  
**DONATION REQUEST APPLICATION**

Group/ Organization Applying: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

Telephone or Email: \_\_\_\_\_

What type of donation is being requested?

- Monetary Donation
- In-Kind Grant
- Pins and Collectibles

Approximate donation value being requested: \_\_\_\_\_

How Will Funds Be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Your Group Based in the Township of Montague?                      Yes / No

Is Your Group Not-For-Profit?    Yes / No

How Many Years Has Your Group/Organization Been in Operation? \_\_\_\_\_

What Services Does Your Group/Organization Provide To Residents of the Township?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Name (Print):

\_\_\_\_\_

Applicant Signature:

\_\_\_\_\_

Date of Application: \_\_\_\_\_

**APPENDIX "B"**  
**DONATION REQUEST EVALUATION CHECKLIST**

*This evaluation checklist is for Staff/Council use only.*

Date Application Received: \_\_\_\_\_

Group/ Organization Applying: \_\_\_\_\_

Criteria	Yes	No
Application form complete (with all necessary information provided)		
Application received by the Deadline.		
Application meets criteria.		
Organization/Group based within, operating within, or serving the Township of Montague		
Event/Program occurring within the Township of Montague		
Event/Program benefitting residents of the Township of Montague		
Organization/Group a registered Charity/Non-Profit		
Donation Type clearly indicated		
Organization/Group has received prior assistance from Township		
Organization/Group receiving assistance from other sources		
Satisfactory Township acknowledgement if donation provided		
All requested attachments included with application form		

What type of donation/grant is being requested? \_\_\_\_\_

Approximate donation value being requested: \_\_\_\_\_

Does this application meet all criteria necessary to be forwarded to Council?

Yes

No

Has the organization been contacted to schedule their delegation?

Yes

No

If yes, the planned date: \_\_\_\_\_

Evaluator Name (Print):

Evaluator Signature:

\_\_\_\_\_

\_\_\_\_\_

Date of Evaluation: \_\_\_\_\_