

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2019-56

Being a By-law to adopt a Policy for Donations/Grants


WHEREAS under Section 10(1) of the Municipal Act, S.O. 2001 as amended provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Corporation of the Township of McKellar deems it desirable to establish a Policy for donations/grants;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. That the Municipal Donations/Grants Policy attached hereto as Schedule 'A' is hereby adopted.
2. This By-law shall come into force and effect on the day of passing.

READ a FIRST and SECOND time this 2nd day of December, 2019.



Mayor



Clerk

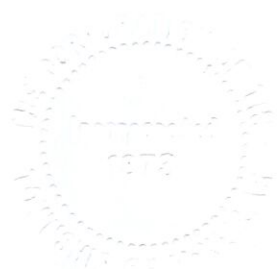
READ a THIRD time and **PASSED** in **OPEN COUNCIL** this 2nd day of December, 2019.



Mayor



Clerk



TOWNSHIP OF MCKELLAR

DONATION/GRANT POLICY

PURPOSE:

This policy outlines the approach and guidelines that the Township of McKellar applies to requests for sponsorships, fundraising and donations. The Township's primary mandate is to provide municipal services to ratepayers; it should not be viewed as a philanthropic organization. However, in order to enhance the life and social well-being of the McKellar community, an amount (to be determined by Council) shall be included in the annual budget to be allocated to support projects and activities related to the well-being of the community and the growth and/or recognition of individuals in the community. The Municipality may provide a donation/grant or in-kind service to eligible organizations which provide a community benefit (recreational, cultural, social, tourism, economic or environmental impact) and demonstrate a financial need.

This policy applies to requests for all donations and requests for funding from organizations from within the Township, as well as outside the Township.

The policy applies to Council, Staff and Public.

PROCEDURES:

1. A Municipal Grant Application (see Form 4.2) must be filled out and submitted to receive consideration for funding. Applicants are welcome to submit additional documentation that will assist in describing the project or activity.
2. Applicants wishing to address Council must apply through the established "Request for Delegation/Deputation" procedure, keeping in mind the application review schedule below.
3. The Township will accept and review applications once per year for the financial period of January to December which is the Township's fiscal year. The application deadline shall be March 1st.
4. All applications received by the application deadline will be evaluated by the Clerk Administrator and the Treasurer with the Township's policy, donation criteria and budget. A recommendation, including approval or rejection and the suggested amount of the donation, will be forwarded to Council in March of each year for their review and decision.
5. Applicants will be notified of their application status immediately following Council's decision.
6. During the evaluation process, the following criteria will be utilized:

- Consideration shall be given to the number of people reached by the requested donation/grant. Preference will be given to those donations/grants that serve a large number of the Township's citizens.
- Preference will be given to organizations with an established history of service to the community.
- The purpose of the donation/grant must be demonstrably and directly beneficial to the citizens of the Township of McKellar.
- In making donations/grants, the municipality may impose such conditions as it deems fit.
- Donation/grant requests shall be evaluated in terms of the need for the project, cost effectiveness, financial viability and contribution to the quality of life in the community and community involvement/response.

The following requests for a donation/grant will NOT be supported:

- Organizations and/or charities whose primary focus is not within the Municipality.
- Organizations that are in a position to issue charitable tax receipts themselves shall not be considered for a municipal donation/grant.
- Unless special circumstances warrant, consideration will not be given to requests for donations/grants from recreational sports groups (with the exception of youth minor sports organizations); nor will donations/grants be given to an individual athlete or team for a competition or to subsidize participation in a sports event.
- Projects or services that duplicate services or activities already provided for by the municipality or other government agencies.
- Projects, services or activities of a sectarian, religious or political nature.
- School projects, services or activities which are already supported through the school tax levy.
- Entertainment or social functions with no direct tangible benefit to the citizens of the Township.
- Requests to fund past operating or capital deficits.
- Organizations such as service clubs or foundations which act primarily as a funding source for other groups.
- Administrative projects.
- Capital projects.

The Township Council makes the final decision on all financial assistance requests at budget time. Other conditions may apply for one-time donations/grants.

A donation/grant from the Township in any one year is not to be regarded as an ongoing commitment by the municipality.

CORPORATION OF THE TOWNSHIP OF MCKELLAR

DONATION/GRANT APPLICATION

1. Date: _____
2. Name of Organization: _____
3. Address: _____
4. Please state the goals and objectives of your organization: _____

5. Purpose of grant: _____

6. What are the primary reasons for undertaking the project/service? _____

7. Will this be a one-time project/service or is it ongoing? _____

8. Dates/Duration of project/service: _____

9. Who will be responsible for the execution and successful completion of the project/service?
Name: _____
Telephone: _____ Fax: _____
Email: _____
10. Describe the project funding:
Total Budget: _____
Requested contribution from McKellar: _____
Amount of self-funded or fundraising: _____

- Other grants: _____
- Admission fees: _____
- Other sources: _____
11. Membership Fees: _____
- Current Year: _____ Previous Year: _____
12. Other sources of funding: _____
- _____
13. What is the basis for determining the requested McKellar donation amount? _____
- _____
14. Is there any other funding contingent upon receiving a grant from the Municipality? If yes, please explain: _____
- _____
15. Has your organization requested assistance from McKellar in the past? ____ Yes ____ No
- What year(s)? _____
- Amount requested: _____
- Purpose of previous grant: _____
- _____
16. Who will benefit from the project and how will they benefit? _____
- _____
17. What are the benefits to the Township of McKellar community? _____
- _____
18. The Township of McKellar requires a written summary report following the event. Failure to provide report will prohibit future donation/grant requests from your organization.
- Signature Required: _____

19. Any other information you wish to provide in support of this application? _____

20. Number of citizens that participate/benefit: _____

21. Number of McKellar citizens that participate/benefit: _____

22. This grant application was authorized by a motion of the organization on the ____ day of _____, 20____. (Please attach a copy of the resolution supporting this application)

23. Name and position of authorized Signing Officers:

Name: _____

Signature: _____

Name: _____

Signature: _____

24. Please attached a copy of your organization's most recent financial statement and a separate statement of current financial assets.

