

Municipality of Central Huron Donation Fund Program POLICY & PROCEDURES

Date: Effective 2011

Subject: Donations

Description

In an effort to assist and promote community-based organizations in sponsoring programs and or events, the municipality will annually set aside funds for distribution. The Council will review applications for funding and by resolution will approve all donations.

Criteria

Funding may be made available to any Central Huron based non-profit organization. This may include national and international agencies providing they have a local branch or affiliate. The program or event proposed for funding must demonstrate a social or economic benefit for the residents of Central Huron. Submissions should include the project scope, budget, targeted resident group, timing of the program or event and any supporting statistical information from previous similar projects. **Successful organizations are asked to provide a post project report identifying the use of the funds. This post project report must be received upon completion of the program or event before December 31 of the year the donation was received. In the event that a post project report is not received by the specified date, funding for future projects will not be considered.**

Funding

Funding may be in the form of a cash or in-kind donation. In-kind donations will include all costs (labour, payroll burden, fees set out in Fee Schedule Bylaw, materials and equipment charge-out rates). No maximum funding limit per applicant will be applied. Funds will be released in two phases. Council will determine the merit of all submissions and may award amounts less than the amount requested providing the applicant will still proceed with the intended program or event.

Process

The Municipality will annually place advertisements in the four local newspapers setting out the deadline for receipt of donation requests. The ad will solicit interest for programs or events to be held in Central Huron during the calendar year. The ad will include the basic criteria used for evaluation, the deadline for submissions, the municipality's current year donation budget and the proposed date for release of funds. After the payout for the requests received in response to the advertisement, donation requests may continue to be submitted and will be considered as long as funds remain in the donation budget.