



Municipality of Central Huron Policy

Policy Title: Donation Fund Program Policy

Policy Number: FI 406

Effective Date: June 7th, 2021

By-Law or Resolution Number: 221-2021

Last Revision: 2011

Scheduled for Review: Ongoing

Responsibility: Clerk's Department

Policy Statement:

The Municipality of Central Huron recognizes the valued contributions being provided through the volunteer efforts of community groups and organizations on behalf of the residents.

The Central Huron Municipal Donation Fund demonstrates Council's commitment to working with groups and organizations which provide these beneficial programs, services and events to the community. Central Huron Council is committed to treating all requests for donations in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget. This policy establishes eligibility requirements, identifies the types of funding available, outlines application and monitoring requirements as well as reporting requirements.

Purpose:

The purpose of this policy is:

- To establish funding criteria and application procedures for requests for funding from non-profit groups and organizations in the community of Central Huron.

- To provide Council and Staff with clear direction in considering and responding to requests for assistance;
- To secure an open and transparent decision-making process for requests for donations from Council;
- 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.

Type of Donations

- Direct donation of funds (monetary)
- In-Kind donation (non-monetary)

Policy Requirements:

Council recognizes that many groups and organizations conduct events and provide programs that benefit the community. Generally, Council will consider requests for event and programs that:

- Promote the welfare of the community
- Promote the health of the people and the community;
- Promote the education and training for people within the community;
- Promote the social and economic advancement of the community; or
- Promote the cultural, heritage, or environmental well-being of the community.

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.

No donation or in-kind contributions will be considered unless specifically authorized by Council in the form of a resolution by support.

Guidelines

The Municipality will invite applications for donations by placing advertisements in the four local newspapers, on the Municipal website and social media platforms during the month of April each year. The advertisement will include the basic criteria used for evaluation, the Municipality's current year donation budget, the deadline and details for submissions, and the proposed date for the release of funds. After the first release of funds date, donation requests may continue to be submitted and will be considered so long as funds remain in the donation budget.

All requests for donations should be made in the form of a written letter addressed to the Mayor and Council of the Municipality of Central Huron.

This application letter should include the following:

- Description of program or event;
- Date of program or event;
- Organization budget for proposed program or event;

- Targeted resident group, if appropriate;
- Amount of funding requested, specifying whether a cash or in-kind donation is required; and
- Any supporting statistical information from previous similar projects.

Applications can be submitted either:

Electronically to:

records@centralhuron.com

Hardcopy to:

Central Huron Donation Fund
 Attention: Nicole Lowe, Records Clerk
 Municipality of Central Huron
 P.O. Box 400, 23 Albert Street
 Clinton, ON, N0M 1L0

Budget

During the annual Budget discussions, the Municipality of Central Huron Council allots an amount to the donation fund. If the allotted amount is not entirely used in the year in which it was budgeted, it does not carry over into the following year's donation fund.

Financial Assistance

Includes requests for monetary contribution as well as municipally owned resources outlined as follows:

Municipally owned resources eligible for donation include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

Funding Eligibility

- Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours and request municipal resource.
- Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
 - This may include national and international agencies providing they have a local branch or affiliate.
- There can only be one application per organization/project per year
- Organizations and/or community groups whose primary focus is not within the municipality are eligible to apply for donations however preference will be given to Organizations and/or charities who primary focus is within the municipality.
- All requests for donations will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-

being of members of the community, recognition of a worthwhile program/cause, and overall community impact.

- The Municipal donation is not intended to be the sole source of funding; the applicant must demonstrate a reasonable effort to raise funds from sources other than the Municipality of Central Huron.
- Donations made by the Municipality are not to be regarded as a commitment by the Municipality to continue such donations in the future.
- 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 the submitted budget, the activities for which the donation has been made and shall use the donation for such altered activities only with the prior consent of Council.
- The recipient shall repay the whole or any part of the annual donation received, as determined by the Municipality of Central Huron, if during the year in which the donation was received, the recipient:
 - Ceases operation;
 - 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.
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization.
- The applicant organization, within the current fiscal year, must spend the donation on the sole purpose for which it was awarded.

Processing Applications

- All municipal donations, regardless of purpose, will be considered concurrently by Council during the annual budget process. To be considered by Council, all applications must be:
 - Received by the deadline identified on the advertisement, for the donations requested to be included for consideration in the budget of the following year; and
 - Include all necessary application documentation and information.

Notification/Announcements

- All applicants will be notified in writing by the Clerk's office whether their application was funded or rejected and the notification shall be accompanied by any reason for the applications rejection.
- There is no maximum funding limit per applicant. Funding will be released in two phases.
- Recipient/Organization's name and amounts donated shall be publicized on a monthly basis on the Municipal Website. Recipients and amounts may also be advertised in the media.

Staff Approved Donations Contributions

- Donation applications that request an amount of \$300 or lower may be approved by the Clerk so long as their application meets all of the criteria and there are funds remaining in the Donation Fund.
- All applicants are required to complete a final report that identifies the use of the donation funds granted.
- A full report on all staff approved donations will be included as part of the Economic Development annual budget submission to Council.

Reporting

Successful applicants shall provide a post project report identifying the use of funds provided. This post project report must be received upon completion of the program or event before December 31st 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 may not be considered.