



Municipality of Central Huron Policy

**Policy Title:** Central Huron Municipal Donation Fund Program Policy

**Policy Number:** FI 406

**Effective Date:** January 1, 2025

**Resolution Number:** 346-2024

**Last Revision:** 2021

**Responsibility:** Clerk's Department

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## Description and Policy Statement

The Municipality of Central Huron recognizes the invaluable contributions of community groups and organizations on behalf of the residents. The Central Huron Municipal Donation Fund Program demonstrates Council's commitment to working with groups and organizations which provide 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. As such, the Municipality will annually commit funds for distribution within the approved annual budget.

This policy establishes the following:

- Purpose
- Types of Donations
  - Monetary
  - In-Kind
  - Staff Approved
- Eligibility Criteria
- Application Process
  - Funding requirements and eligibility
- Approval Process and Consideration
  - Council review
  - Notification process
- Applicant Reporting

## Purpose

The purpose of this policy is to:

- Establish eligibility and funding criteria and application procedures;

- Provide Council and Staff with clear direction of the Program and its standard operating procedures;
- Promote open and transparent decision-making processes for requests for funding;
- Provide an accessible and equitable avenue for groups and organizations seeking donations from Council;
- Establish an annual timeline for the Program

## **Types of Donations**

The following types of donations are part of the scope of this policy:

- Direct Donations (monetary)
- In-Kind Donations (non-monetary)
- Staff Approved Donations (in-kind donations with value of or under \$500.00)

The Central Huron Municipal Donation Fund Program is not intended to be the sole source of funding for community group, non-profit, or charitable organization endeavours. Applicants to the Program should demonstrate a reasonable effort to raise funds from additional sources. Awarded donations made through this Program are not to be regarded as a commitment to continue such donations in the future.

Direct donations are monetary donations that are funded by the Central Huron Municipal Donation Fund Program. Requests for direct donations can be completed via application to the Municipal Donation Fund Program. There is no maximum funding limit per applicant, however, applicants may be awarded less than the amount requested. Organizations are strongly encouraged to apply to the Municipal Donation Fund Program during the timeframe in which applications will be accepted. Requests received outside of the Program will be presented to Council and are at Council's discretion to provide funds via resolution of support.

In-kind donations can be requested at any time; however, organizations are strongly encouraged to apply to the Program. In-kind donations will include all costs (i.e. municipal staff support and/or labour, payroll burden, fees as set in the Fee Schedule By-Law, materials and equipment, etc.).

Central Huron Staff have capacity to approve in-kind donations to eligible organizations with a value of or under \$500.00. Requests for in-kind donations (i.e. auction items, ice rental fee waiver, facility fee waiver) can be made any time of year at the Clerk's department's discretion. Requests for in-kind donations with a value above \$500.00 received outside of the annual Program will be presented to Council and determined via resolution of support. Requests can be submitted via email ([donationfund@centralhuron.com](mailto:donationfund@centralhuron.com)) or mail (P.O. Box 400, 23 Albert Street, Clinton ON, N0M 1L0).

## **Eligibility Criteria**

The Central Huron Municipal Donation Fund Program recognizes many groups and organizations conduct events and provide programs that benefit the community. This Program will consider requests for events and/or programming that:

- Promote the welfare of the community;
- Promote the health of the people and the community;
- Promote education and/or 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

Events or programming that promote discriminatory practices, incite hatred, unlawful, or contrary to the policies of the Municipality are not eligible for the Program.

In order to be eligible for the Program, applicants should:

- Be an established community group, non-profit, or charitable organization or a local elementary/secondary school
  - National or international organizations may be considered providing they have a local branch or affiliate
- Demonstrate a benefit for residents of Central Huron as per the list above
- If a previous recipient of the Program, a completed post-project report from the previous year's funds were received

Organizations and/or community groups whose primary focus is not within the Municipality of Central Huron are eligible to apply, however, preference will be given to applicants whose primary focus is within the Municipality.

The Clerk's department reserves the right to determine the eligibility of organizations.

## **Application Process**

Interested organizations and/or community groups who are eligible for the Central Huron Municipal Donation Fund Program are encouraged to apply when the portal on the municipal website opens each January. Applications are accepted until the end of March each year and to be considered by Council no later than the first Regular Council Meeting of May.

Applications must include:

- A description of the program or event;
- Targeted resident group, if applicable;
- Date of the program or event;
- Organization budget for program or event;
- Amount of funding requested, specifying direct or in-kind donation;
- Any supplementary information (i.e. statistics, budgets, etc.)

Applications should be submitted online via the portal on the municipal website, however, paper copies or alternative methods are available upon request to the Clerk's

department. Applications must be received by the deadline as advertised and be a fully completed application in order to be considered for funding. There may only be one application per organization, event, or project per year.

Notice of the application period will be advertised on the following, but not limited to, and at the discretion of the Clerk's department:

- Municipal website;
- Social media accounts;
- Local newspaper(s);
- Municipal digital sign

The advertisement will include the deadline for applications.

### Funding Requirements and Eligibility

As part of the Municipality of Central Huron's Awards and Recognitions service, the following awards are automatically considered as part of the annual budget considerations of the Program:

- One (1) Outstanding Youth Award - \$200.00
- One (1) The Municipality of Central Huron Award (Central Huron Secondary School) - \$200.00
- One (1) The Municipality of Central Huron Award (St. Anne's Catholic Secondary School) - \$200.00

Applicants must demonstrate through the application the need for the specific request and should identify a specific benefit and outcome. If successful, donations received shall only be used for the purpose as stated in the application and within the year it was awarded. The recipient shall notify the Clerk's department of any proposed changes to the overall nature of the event or program and may only use the donation for such altered activities with the prior consent of the Clerk's department or Central Huron Council.

Funding cannot be used for accumulated deficits or funding shortfalls of any organization.

The recipient shall repay the whole or any part of the donation received, as determined by the Municipality, if during the year in which the donation was received the recipient:

- Ceases operation;
- Ceases to operate as a community group, non-profit, or charitable organization;
- Merges or amalgamates with another party or group;
- Has knowingly provided false information in its application;
- Uses funds for purposes not approved by the Clerk's department

### **Approval Process and Consideration**

During annual budget discussions, Central Huron Council allots an amount to the Central Huron Municipal Donation Fund Program. If the amount budgeted is not entirely used within the year it was budgeted it does not carry over into the following year.

### Council Review

All applications will be assessed on funding availability and overall community impact. This assessment will be completed by the Clerk's department or their designate and presented to Council in a formal report for approval which shall include the budgeted amount for the Program, the number of applications submitted, a description of all eligible applications, and information of any pre-approved donations including the student and youth awards.

Council will be provided with three options of allocation for consideration:

- Allocating full amounts requested
- Prioritizing first-time and less often applicants within the budgeted amount
- Proportionate allocation to requested amount within the budgeted amount

The decision of Council regarding distribution of the Program funds will be confirmed by a resolution of support.

### Notification Process

All applicants will be notified in writing by the Clerk's department whether their application was successful or not within two (2) weeks of Council's resolution. Successful applicants will be notified in writing via mail with a cheque issued with the approved amount.

Successful applicants and the amount donated as part of the Program shall be publicized on the municipal website.

## **Applicant Reporting**

All successful applicants are required to complete a post-project report that identifies the use of the funds. This report must be received upon completion of the event or program before December 31<sup>st</sup> each year. In the event that a post-project report is not received, funding for future events or projects will not be considered for two (2) calendar years. The report can be submitted via email ([donationfund@centralhuron.com](mailto:donationfund@centralhuron.com)) or mail (P.O. Box 400, 23 Albert Street, Clinton ON, N0M 1L0).