



Policy FIN-01-2022 Township Donation Policy

Implemented: March 9, 2022

Review Date: March 2024

Policy Statement

The Township of Georgian Bluffs recognizes the valued contributions being provided through efforts of volunteer community groups and organizations on behalf of the residents. Municipal donation funding demonstrates Council's commitment to working with groups and organizations which provide these beneficial programs, services and events to the community while recognizing the financial constraints impacting the Township's ability to provide funding to these groups and organizations. The Township policy on municipal donations is to establish and maintain an orderly procedure for organizations and groups making application for donation money from the Township.

Purpose and Scope

The purpose of this policy is:

- To establish awareness of available funding for important community events and services
- To establish funding criteria and application procedures for requests for financial assistance from groups and organizations in the Township of Georgian Bluffs
- To provide Council and staff with clear direction in considering and responding to requests for donations
- To provide an accessible, transparent, organized, and equitable process for groups and organizations seeking donations from council
- To establish an annual process for 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 Council to maintain a more equitable distribution of limited available resources for Council donations
- To enhance Council and the public's appreciation and understanding of community groups operating within Georgian Bluffs

All requests for donations must be made through the application process as outlined in this policy.

Types of Donations

Monetary donations: donations of a monetary value

'In-Kind' donations: contributions of municipal property/facilities, materials, or resources other than cash

Policy Requirements

Application

Council recognizes that many groups and organizations conduct events and provide programs or services which benefit the community as a whole. Council will consider requests for donations from groups or 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

During the month of July, the Township staff will advertise in the local newspaper(s), Township's website, social media page and electronic signs each year for donation applications for the upcoming fiscal year. To be considered for the donation policy all applications must be completed and submitted by the deadline, being September 30th of each year. Applications will be available on the Township website with hard copies also available at the Township administration office.

Through the Corporate Service's department, all applicants will be notified regarding Council's decision about their application in writing. All applicants' names and any amounts donated shall be made available in a report to Council, and also available on the Township website.

Through the Corporate Service's department, all applicants shall be granted the opportunity to schedule a delegation for Council where they will be able to outline the event details prior to any donation funds are awarded.

If donation funding is received for a special event, the Township asks for the successful recipient to report back to Council, through written correspondence submitted to the Clerk, outlining the success of the event, including information on how the funds were spent and the number of participants who attended. This written correspondence received from the applicant after the event will be published in a Township agenda package.

Criteria

- Preference will be given to applicants that are non-profit community groups and organizations
- The non-profit organization or group on the application must be located in the Township or serve Township residents, or their event or program must be hosted in the township limits
- Applicants must demonstrate a reasonable effort to raise funds from sources other than the Township
- Applicants must agree to acknowledge the Township's contribution in all publicity and promotion relating to the event or activity to which the donation applies

Application Process

- The application period will open on July 1st of each year for donations to be provided for the subsequent year
- All requests for donations must be submitted to the Treasurer by the set deadline of September 30th of each year, to allow appropriate time for any requested delegations and consideration by Council during budget deliberations.
- For clarification if an application is received prior to September 30, 2022, the donation, if approved, will be made in the 2023 fiscal year
- Late or incomplete applications for donations will not be eligible for Council consideration
- All decisions of Council are final, there will be no appeals
- All requested for donations shall be made by submitting a completed "Donation Request Application", attached as Appendix A
- The Treasurer will prepare a report to Council summarizing the applications received and provide a recommendation to Council on donations to be approved. Should donation requests exceed the amount included in the annual budget, Council will determine the successful recipients based on a number of factors including, but not limited to:
 - The type of organization requesting funds (Non-profit vs for profit)
 - Past donations received from the Township
 - The number of Georgian Bluffs residents who benefit from the donation being made
 - If there are similar events offered to Georgian Bluffs residents in the area

- Only one application request per group/organization per year will be considered
- Council shall allocate an annual amount for donation purposes yearly within the township 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
- All submissions reviewed by Council will be contacted, in writing, through the Corporate Service department outlining the results of the review and will include any other necessary information

Funding

Within the awarded fiscal year, the successful group/organization must spend any funding on the sole purposes for which it was awarded. The Township does not wish for their funding to be the sole source of funding for any event, program, or service. Therefore, all donations will have a maximum awarded value of \$ 2,500.00 per application. This is to assist Council in maintaining an equal and fair distribution of donations.

At their discretion, Council reserves the authority to:

- Award partial amount of donations funds that has been requested by the applicant
- Award donations over and above the \$ 2,500.00 maximum
- Award donations with certain terms and conditions, the letter of award will state, if any, particular restrictions apply to the donation

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

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

The Township reserves the right to request any and all information that the Township deems necessary in order to determine compliance with the requirements of this policy.

Monitoring and Review

The Corporate Services Department is responsible for the administration and maintenance of this policy, including a detailed review every 2 years.

Appendix A – Donation Request Application

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” Donation

Donation value being requested: _____

How Will Funds Be Used? _____

Is Your Group Based in the Township of Georgian Bluffs? Yes No

If no, how does your group support the residents of the Township of Georgian Bluffs?

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

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

What other sources of funding are used by your organization to provide its services?

If successful, describe how the Township of Georgian Bluffs will be given recognition for this donation: _____

Any additional information which you consider necessary for Council to make an informed decision? _____

Does your group/organization wish to schedule a delegation of Council before awarding of any donations? Yes No

Applicant Name (Print): _____

Applicant Signature: _____

Date of Application: _____

FOR INTERNAL USE ONLY:

Date application received by Township: _____

Does this application meet all criteria as outline in Donation Policy? Yes No

Has the organization been contacted to schedule a delegation (if they wish to do so)?

Yes No N/A

If yes, planned date of delegation: _____

If successful, has the Township received written letter after the event: Yes No