

South Glengarry				POLICY	
Policy Number:	2024-02		Review Frequency:	Every 5 years	
Approved By:	Council of the Township of South Glengarry		Date Approved:	November 4, 2024	
			Revision Date:		
Subject:	Schedule A to By-law 2024-68 - Community Grants and Donations Policy				

1. PURPOSE

- 1.1. The Township of South Glengarry is committed to the betterment of the community and its residents.
- 1.2. The Township regularly supports organizations that foster community volunteerism and engagement; facilitate events and activities that lead to positive growth, achievement, healthy development; and the betterment of our community.
- 1.3. This policy is designed to ensure that all requests for funding from the Township are made according to established and common criteria.

2. POLICY STATEMENT

- 2.1. All requests for funding from the Township shall only be considered in accordance with this policy. The Township may not approve any funding requests that do not comply with this policy.
- 2.2. Community Associations that approach departments or programs for funding should be referred to this policy.

3. DEFINITIONS

- 3.1. **Adult** shall refer to an individual resident of the Township of South Glengarry who is 18 years or older, not attending school.
- 3.2. **Applicant** shall refer to any youth, adult or Community Association seeking a donation from the Township.

- 3.3. **Community Association** shall refer to organizations that are recognized as having a non-profit or charitable purpose and are located in the Township of South Glengarry.
- 3.4. **Donations** shall refer to any fund or waived rental fees provided to a Community Association.
- 3.5. **Funding** shall refer to donations, grants, and grants-in-kind.
- 3.6. **Grant** shall refer to an amount of money or an in-kind contribution provided by the Township of South Glengarry for a specific project/event including waiving rental fees for Township owned facilities.
- 3.7. **Fiscal Year** shall refer to the one-year period commencing January 1st and ending December 31st.
- 3.8. **Proven Costs** shall refer to costs that can be verified by invoices or other acceptable documentation confirming the expense, the date and the creditor/seller.
- 3.9. **Youth** shall refer to all individual Township residents who are either under 18 or 18 to 25 years old and still in school.

4. SCOPE

- 4.1. This policy applies to all Community Associations seeking a Grant or Donation from the Township of South Glengarry.

5. GENERAL GUIDELINES

- 5.1. All applications for a Grant or Donation must be submitted prior to the start date of the event for which funding is being requested, if applicable. No applications will be considered after the event has started or taken place.
- 5.2. Only proposals which have been deemed complete pursuant to the provisions of this policy shall be considered.

6. Eligibility

- 6.1. All applicants must make a demonstrated effort to raise some funds on their own. These funds must be reported in their application.

- 6.2. An association may receive only one Grant or Donation in a fiscal year.
- 6.3. All applications will be reviewed by Council for approval.
- 6.4. The deadline for all applications shall be the last Friday in November.
- 6.5. In order to be eligible for a Grant or Donation, an organization must meet the following criteria:
 - 6.5.1. The organization must be non-profit;
 - 6.5.2. The organization must be a Community Association;
 - 6.5.3. The organization must not have already received a Grant or Donation in the current fiscal year; and
 - 6.5.4. The organization is not providing, or proposing, a service which is provided by a group or organization that is funded by or through the Township;
- 6.6. The following organizations are not eligible for a Grant or Donation:
 - 6.6.1. Organizations that have previously received funding from the Township in the current fiscal year;
 - 6.6.2. Any association, organization, group or department that receives annual budgeted funding from the Township for operational/administrative expenses;
 - 6.6.3. Any for-profit organization; and
 - 6.6.4. Any Organization or project which Council deems does not fall into the acceptable criteria outlined in this policy.
- 6.7. Council reserves the right to accept requests that do not conform to the eligibility criteria if they deem them to be reasonable and contribute to the betterment of the community.

7. ELIGIBLE COSTS

- 7.1. At the discretion of Council, eligible costs include, but are not limited to:
 - 7.1.1. Registration costs;
 - 7.1.2. Facility rentals;
 - 7.1.3. Equipment, including uniforms;
 - 7.1.4. Awards;
 - 7.1.5. Any expense or event which the Council deems does fall into the funding categories or other criteria as outlined in this policy.

- 7.2. Payment can be made directly to the Applicant once proof of payment or invoices have been received with the Application or submitted separately.

8. INELIGIBLE COSTS AND PROJECTS:

- 8.1. At the discretion of the of Council, ineligible costs include, but are not limited to:

- 8.1.1. Costs related to school trips or vacation travel;
- 8.1.2. Clothing;
- 8.1.3. For profit business ventures;
- 8.1.4. For profit events;
- 8.1.5. Government agencies;
- 8.1.6. Child care costs;
- 8.1.7. Debts;
- 8.1.8. Fees for Officials;
- 8.1.9. Honoraria/salary/wages;
- 8.1.10. Political demonstrations;
- 8.1.11. Computers/laptops;
- 8.1.12. Spending money, for example, for souvenirs;
- 8.1.13. Any event likely to cause controversy; or
- 8.1.14. Any expense or event which the Council deems does not fall into the funding categories or other criteria as outlined in this policy.

- 8.2. The types of projects that shall not be eligible for Grants and Donations are those that are:

- 8.2.1. Of a political nature;
- 8.2.2. Likely to create controversy;
- 8.2.3. Being run by a for-profit or non-community organization; or
- 8.2.4. Not open to the general public.

9. GRANT AND DONATION APPLICATIONS

- 9.1. Grant and Donation applications must, at a minimum, demonstrate:

- 9.1.1. The amount being requested or the in-kind service requested;
- 9.1.2. An itemized listing with costs of what the funding will be used for, including a proposed budget of the entire project/event;
- 9.1.3. Degree to which the event/project will support the enhancement of the quality of life in South Glengarry;
- 9.1.4. How the proposed project/event aligns with the Township's strategic plan.
- 9.1.5. A demonstration of need in the community for the project/event;

- 9.1.6. How the organization will acknowledge the Township's contribution to the project/event;
- 9.1.7. Other Funding already secured; and
- 9.1.8. Any anticipated funding to be received.

10. APPLICATION REVIEW

10.1. All proposals for a Grant or Donation shall be reviewed by the Clerk and Treasurer (or their designates) and presented to Council for final approval.

10.2. Applications shall be screened according to the following criteria:

- 10.2.1. The demonstrated ability of the project/event to reflect the Township's priorities as outlined in the strategic plan;
- 10.2.2. The quality of the application, and clarity of project/event objectives, reporting, deliverables, and outcomes;
- 10.2.3. The overall quality, demonstrated need for, and distinctiveness of the project/event;
- 10.2.4. The demonstrated ability of the organization to carry out the project/event;
- 10.2.5. The anticipated impact on the quality of life in South Glengarry;
- 10.2.6. Opportunity for community involvement (e.g. volunteers, participants);
- 10.2.7. Demonstrated proof of additional funding and financial partners; and
- 10.2.8. The availability of funds for Grants and Donations.

10.3. Council shall make decisions which include:

- 10.3.1. The amount; if any, that should be provided to the organization;
- 10.3.2. Any constraints that they believe should be placed on the funding;
- 10.3.3. Any conditions that they believe should be met prior to the release of any funds; and
- 10.3.4. Any other conditions that they believe are prudent in the situation.

11. NOTIFICATIONS / ANNOUNCEMENTS

11.1. All applicants will be notified whether their application was funded or rejected, and the notification shall be accompanied by any reason for the application's rejection.

11.2. Notifications will be disseminated following the passing of the South Glengarry Municipal Budget. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in a time that suits their event or particular needs.

12. DECISION OF COUNCIL

- 12.1. All decisions of Council are final. Nothing in this policy prevents an Applicant from re-applying in future intakes.

13. SUMMARY REPORT

- 13.1. Prior to the release of any municipal funds, all grantees must provide a Summary Report which aligns the actual outcome with the initial Application.
- 13.2. The organization must provide detailed documentation (e.g. receipts) to demonstrate the proven costs associated with the project/event for which the grant and donation was requested.
- 13.3. Grants in future years may be reviewed based on past fiscal responsibility.