



Policy FIN-12-2023

Township Donation Policy

Implementation Date: December 12, 2023
Review Date: December 2025

Policy Statement

The Township of Manitouwadge recognizes the valued contributions being provided through efforts of volunteer community groups and organizations on behalf of the residents. Donations made through the use of municipal operational funds demonstrates Council's commitment to working with groups and organizations which provide beneficial programs, services and events to the community. The Township policy for a municipal donation program is to establish and maintain a coordinated and orderly procedure in which groups and organizations can make application for funding from the Township.

Purpose and Scope

The purpose of this policy is to:

- Establish awareness of available funding for important community events and services;
- Establish funding criteria and application procedures for requests for financial assistance from groups and organizations operating in the Township of Manitouwadge;
- Provide Council and staff with clear direction in consideration of, and responding to, requests for donations;
- Provide an accessible, transparent, organized, and equitable process for groups and organizations seeking donations from Council;
- Establish an annual process for all donation requests;
- Provide a process which allows Council to conduct meaningful consideration and deliberation of requests for donations;
- Provide a process which allows Council to maintain a more equitable distribution of limited available resources for Council-approved donations;
- Enhance Council and public appreciation and understanding of community groups operating within, and for the residents of, Manitouwadge.

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.

Ineligible Use of Donation Funds:

- Discriminatory activities or events or those that would incite discrimination or hatred;
- Religious or political activities or events;
- Activities that are contrary to the policies of the Municipality; or
- Activities which are deemed to be unlawful.

While Council will consider requests for financial and/or in-kind contributions, there is no guarantee that a request will be approved.

Application Dates:

During the month of September, Township staff will advertise in the Township’s Newsletter, on the Township’s website and social media pages for an Open Call for Applications for the upcoming fiscal year. To be considered for the donation program, all applications must be complete and submitted by the deadline, being November 30th of each year. Applications will be available on the Township website with hard copies also available at the Township administration office.

Through the Finance Department, all applicants shall be granted the opportunity to schedule a Delegation to Council where they will be able to provide a brief overview of the details of their request for funding prior to any donation being awarded.

Through the Finance Department, all applicants' names and purpose of the funding requests shall be made available in a Report to Council which will be published on the Township's website and made available to the public.

All applicants will be notified in writing regarding Council's decision about their applications.

If funding is received for a special event, the Township requires the successful recipient to report back to Council, through written correspondence submitted to the Clerk, outlining the success of the event, program or service. The information shall include how the funds were spent and the number of participants who attended the event or residents served through the program or service. This information will be published in a Report to Council in the September of each year.

Applicant Criteria:

- Preference will be given to applicants that are non-profit community groups and organizations;
- The non-profit organization or group must be located in the Township of Manitouwadge;
- 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 marketing and promotion material related to the event, program or service to which the donation applies.

Application Process:

- The application period will open in September of each year for activities proposed to take place in the following year;
- All requests for donations must be submitted to the Deputy Treasurer by the deadline of November 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 30th, the donation, if approved, will be made in the following fiscal year;
- Late or incomplete applications for donations will not be eligible for Council consideration;

- All decisions of Council are final and there will be no appeal process;
- All requests for donations shall be made by submitting a completed “Donation Request Application”, attached as Appendix A to this policy;
- The Deputy 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 residents who benefit from the donation being made;
 - If there are similar events offered to residents through other organizations.
- Only one application request per group/organization per year will be considered;
- Council shall allocate an annual amount for donation purposes annually within the Township’s operating budget;
- The amount of funds shall be distributed based upon the evaluation of the requests received through the application process;
- No donation will be granted unless specifically authorized by Council in the form of a Resolution of Support or as otherwise authorized by this policy;
- In making donations the Township reserves the right to impose any conditions and restrictions that may be deemed appropriate;
- All applicants will be contacted in writing through the Finance Department outlining the results of Council’s consideration of the donation request and will include any other necessary information determined through the deliberation process.

Funding:

Within the allocated fiscal year, the successful group or organization must spend all approved funding on the sole purpose for which it was approved. 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 award value of \$1,000 per application. This is to assist Council in maintaining an equal and fair distribution of donations.

At their discretion, Council reserves the right and authority to:

- Approve partial funding of donation requests that have been made by the applicant;
- Approve donations over and above the \$1,000 maximum, where doing so will benefit the Township of Manitouwadge;

- Approve donations with certain terms and conditions. The Letter of Approval will state any particular restrictions that may apply to the donation.

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

Any unused funds must be reported to the Township with an explanation as to why the funds were unspent. Council will determine if the unused funds are to be returned to the Township. In the situation where the event, program or service is cancelled, the applicant must notify the Township and Council will determine if the funds are to 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 including audited and/or unaudited financial statements; bank statements; current and projected budgets for the upcoming fiscal year; constitution and/or bylaws; and list of officers and directors.

The Finance Department will also work closely with the Community Services Department to access information regarding In-Kind donations approved by the Township during the application review process.

Monitoring and Review

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

Application Deadline

The deadline to apply for the 2025 intake of the Donations Program is Wednesday, January 15, 2025 at 4:00 pm.

Completed applications are to be submitted to the Reception Desk of the Township Office by email, in person, or by mail:

Reception

1 Mississauga Drive, PO Box 910

Manitouwadge, ON P0T 2C0

reception@manitouwadge.ca

APPENDIX A
DONATION REQUEST APPLICATION FORM

Group/Organization Name: _____

Address: _____

Contact Person(s): _____

Position(s): _____

Telephone or Email: _____

Email: _____

Funding amount being requested: _____

How will the requested funds be used? _____

Has the applicant applied for any In-Kind donations from the Township of Manitouwadge for the upcoming year? If yes, please outline the In-Kind request: _____

Is your group/organization based in the Township of Manitouwadge? Yes No

Is your group/organization a registered Not-For-Profit Organization? Yes No

How many years has your group/organization been in operation? _____

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

List all that apply:

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

Please add any additional information which you consider important for Council to consider when reviewing your application. _____

Does your group/organization wish to schedule a Delegation with Council before consideration of the donation request?

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

Value of In-Kind Request \$ _____ Value of Financial Request \$ _____

Total Value of Request \$ _____

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 and following the event, what date should the Township receive a written letter describing the event and its benefits to the Township and residents?:
