



The Corporation of the Township of Huron-Kinloss

Policy

Section: 2.0 Finance/Treasury

Policy: Community Donation Policy

By-Law: [Click here to enter text.](#)

Date: 2 December 2024

Revision: [Click here to enter text.](#)

Coverage:

This policy applies to community organizations that operate and/or provide programs in the Township of Huron-Kinloss and for its residents.

Policy Statement:

The Township of Huron-Kinloss is committed to supporting various community organizations and other entities in the Township. They provide important programs, activities, services and events to residents of the township. Support through both in-kind and/or financial means, enables those community organizations to fundraise, leverage other funding and support their various volunteer contributions.

Legislative Authority:

Municipal Act, 2001, S.O. 2001, c.25 Section 107(1)

Contents:

Purpose

The purpose of this policy is to establish eligibility requirements and expectations, as well as the application and review process related to providing grant assistance to community organizations. The policy is intended to provide consistency and fairness in the disposition of requests for assistance.

Types of support available through the community grant process include:

- Financial support
- Township staff support
- Supply of Township equipment
- Supply of Township materials

Eligibility

Community grants are available to not-for-profits and community groups that have volunteer-based management structure and membership. The organizations must demonstrate efficient use of resources, sound business practices, self-reliance and the development of volunteer knowledge and skills. Organizations must have demonstrated support from some source other than public funds.

The membership of the Community Group must not be restricted by race, creed, colour, marital status, sex, religious or political affiliation and should represent a broad base of community support.

Political or religious action groups shall not be considered for funding assistance.

Preference will be given to services that align with the Township's strategic plan and to groups that are based in the township.

Nothing in this policy prevents Council from making grants to entities at times and for purposes outside the scope of this policy.

All grant requests will be assessed in terms of:

1. Benefit to the community
2. Proportion and segment of the community benefiting
3. Organization's financial need

Program Guidelines

All grant requests shall be submitted and directed to the Manager of Financial Services/Treasurer, on or before October 31st to be considered during the budget process for the upcoming calendar year. Applications received after the deadline may be considered provided that there are uncommitted approved budget funds available for community grants.

Under normal circumstances, only one request per organization is to be considered per year.

In-kind support for festivals and events shall be requested through the Special Events application process not through the Community Grant application. Special event in-kind support will be provided at staff's discretion.

Funds granted under this program are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined in the application.

In the event that the project does not go forward, the grant recipient shall return to the Township those funds granted for the proposed project.

Community grant requests will not automatically be considered in subsequent years. A new submission must be filed for each year in which a grant is requested, and funding approved for one year will not be an indication of future year approval.

The grant shall not be the primary source of funding for the project or organization. Grants will be supplementary to main sources of funding.

The Township of Huron-Kinloss, through its grant process, will not contribute to outstanding deficits.

Organizations receiving financial and/or in-kind grants shall acknowledge the Township's contribution through all printed material and other promotional means. The Township's logo is available from the Manager of Legislative Services/Clerk's office.

Funding Review Requests

All requests will be considered having regard for the Township's current budget allocation except where exceptional circumstances exist, as approved by Council.

Incomplete requests will not be considered.

The Township will dedicate a team to review completed applications prior to submission to Council. The Review Team will consist of the Manager of Financial Services/Treasurer, Manager of Legislative Services/Clerk and the CAO.

The Review Team will provide a recommendation to Council based on the evaluation of the application.

Council is the approving authority.

Funding approvals may be subject to additional conditions as imposed by Council.

The applicants will be notified of Council's decision once the Township's budget has been approved.

Accountability

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans.

Community Grant recipients may be requested to provide a report to Council within 90 days following completion of the event/project providing the following information:

- Certify that funds were spent on activities described in the grant application
- Provide a brief report on the success of the project or cause/event

Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Additional financial reports from applicants may be requested at the Township's discretion.

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