

## Schedule "A" to Resolution No. 2016- 310

### **SUBJECT: Donations by the Municipality**

**POLICY #:** 2015-01

**APPROVED:** April 20<sup>th</sup>, 2015, Resolution No. 2015-098

**REVISED:**

**APPLIES TO:** Council, Staff and Public

**MANUAL:** Policy and Procedure

**CATEGORY:** 4.0 – Council

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#### *POLICY:*

The Township's primary mandate is to provide municipal services to ratepayers; it should not be viewed as a philanthropic organization. However, in order to enhance the life and social well being of the Seguin community, funds will be included in the Township's annual budget to be allocated to support projects and activities of that nature. This policy applies to requests for all donations and requests for funding from organizations from within the Township as well as outside the Township.

#### *PROCEDURES:*

1. A Township Donation Application (see Form 4.2) must be filled out and submitted to receive consideration for funding. Applicants must submit financial statements (minimum of income statement and cash position) as at the end of the applicant's last fiscal year, as well as a budget for the applicant's following fiscal year. Applicants are welcome to submit additional documentation that will assist in describing the project or activity.
2. The Township will accept and review applications once per calendar year for the financial period of January to December which is the Township's fiscal year. The application deadline shall be December 1<sup>st</sup> of every year.
3. All applications received by the application deadline will be evaluated by staff for completeness. Complete applications will be forwarded to the Finance Committee for evaluation against the Township's policy, donation criteria and budget. A recommendation, including approval or rejection and the suggested amount of the donation, will be forwarded to Council prior to budget approval for its review and final decision.
4. During the evaluation process, the following criteria will be utilized:
  - Consideration will be given to the number of people reached by the requested donation. A higher weighting will be given to those donations that serve a larger number of the Seguin community.
  - Consideration will be given to previous years reports filed by the applicant.
  - Higher weighting will be given to organizations/activities with a high percentage of fund raising or self-finance (other than funds received from the Township).
  - The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.
  - The Township will not fund groups or activities of a religious or political nature.
  - The Township will not fund school activities which are already supported through school tax levy.
  - The Township will not fund functions with no direct benefit to the Seguin community at large.
5. Applicants wishing to address Council must apply through the established "Request to be Heard" procedure, keeping in mind the application review schedule noted above in paragraph #2.
6. Applicants will be notified of its application status immediately following Council's final decision.
7. Applicants must submit a summary report of the event/project to the Township's Chief Financial Officer/Treasurer within 30 business days of its completion.