



**THE CORPORATION OF THE  
TOWNSHIP OF ADJALA – TOSORONTIO**

**Community Grants and Donations**

**POLICY # TRE 2014-02**

**ENACTED BY COUNCIL: February 10, 2014**

**MOTION NUMBER: 14-26**

**REVISED BY COUNCIL:**

**MOTION NUMBER:**

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**PURPOSE**

A Policy to establish the Township's position for the processing of requests for financial assistance in the form of Community grants and donations to not-for-profit organizations.

**DEFINITIONS**

Not-for-profit organization should have a charitable number and should be volunteer based.

**BACKGROUND**

This policy outlines the intent of the Township to support community groups that supply valuable community initiatives to the residents of the Township of Adjala-Tosorontio.

These grants must be applied for through the prescribed process below and will be considered in the current municipal budget period. Any future grants must be re-applied for on an annual basis and will be considered by Council.

**APPLICATION/SCOPE**

Community grants and donations policy is available at the Municipal Centre and on the Township of Adjala-Tosorontio website [www.adjtos.ca](http://www.adjtos.ca)

The Community grants and donations opportunity will be advertised on the Township of Adjala-Tosorontio website as well as advertised in the local newspaper.

## **CRITERIA**

1. Applicants must be a not-for-profit and/or community organization that provides services to residents of Adjala-Tosorontio and should be volunteer based.
2. Applications must be made to the Treasurer in writing no later than the date announced in the local newspaper and on the Township website.
3. No Grant will be provided for programs or services that are in duplication of any existing program or service.
4. All decisions regarding financial support will be solely at the discretion of Council.
5. No grants will be considered unless the Organization's financial records have been submitted to the Township for review.
6. No grant will be made to groups from outside the Township unless it can be shown that it is a benefit socially, financially or environmentally to residents of Adjala-Tosorontio.
7. Disaster Relief Fund requests will be considered only after the Government of Ontario has declared same a "Disaster Area" and has guaranteed to contribute Provincial funds.
8. Each application will be considered separately, based on needs for that year. Grants are not automatically renewed each year.
9. Youth education grant requests will be considered for individuals residing in the municipality who participate in youth education programs which would benefit the community and its residents.

## **PROCESS**

Applications will be reviewed during the Budget process by members of staff and Council based on the following:

- (1) Is the request for a special project or just for operating expenses?
  - Funding should be to help with unique situations and not to subsidize the group's normal operations.
- (2) Does the request provide good value for the money?
  - We have a duty to ensure good value for the dollars spent.

(3) Has the group shown leadership in obtaining funding from other sources as well as the Municipality

- We want to help groups that are dynamic and try to help themselves. Funding should be sought from other sources where feasible.

All applicants will be notified once Council has approved the grant applications. Upon Council's final approval, grant funds will be sent by the Treasurer.

### **REVIEW AND AMENDMENTS**

This policy will be renewed on an as needed basis.