



Township of Perry

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DONATION POLICY

The Township of Perry recognizes the many benefits that various groups, organizations, volunteers and events within the Township provide by promoting and improving upon the cultural, social and economic well-being of the community. It is for this reason that the Township of Perry is committed to treating all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget.

PURPOSE

The purpose of this policy is:

- To establish, funding criteria and application procedures for requests for financial assistance from groups and organizations in the Township of Perry;
- To provide Council and Staff with clear direction in considering and responding to requests for assistance;
- To secure an open and transparent decision-making process for requests for donations from Council;
- To provide an accessible and equitable process for groups and organizations seeking donations from Council.
- To establish an annual budget for the processing of all donation requests.
- To provide a process which allows Council to conduct a meaningful comparison of requests for donations;
- To provide a process which allows the Council to maintain a more equitable distribution of Council donations; and
- To enhance Council's appreciation and understanding of community groups operating in the Township of Perry.

POLICY

It is the policy of the Township of Perry that Council will consider donation requests submitted in writing on the completed prescribed forms Appendix "A" attached to this Policy. Donations may be in the form of a monetary or in-kind contribution.

Council recognizes that many groups and organizations conduct events and provide programs that benefit the community. Generally, Council will consider requests for event and programs that:

- promote the welfare of the community;
- promote the health of the people and the community;
- promote the education and training for people within the community;
- promote the economic advancement of the community; or
promote the cultural, heritage, social, or environmental well-being of the community.

Contributions will not be made for the following purposes:

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

While Council will consider requests for a monetary or in-kind contribution, there is no guarantee that a request will be approved.

Council will set an amount annually in the budget to be apportioned to donations. Each request will come before council in writing to be considered. Once the annual budgeted amount has been exhausted, any further donation requests will not be considered, they may be held in a file to be reviewed during the next budget process.

FINANCIAL ASSISTANCE

Includes requests for monetary contribution as well as in-kind contributions for municipally owned resources outlined as follows:

Municipally owned resources eligible for in-kind contributions include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

GUIDELINES

1. All requests for donations/grants should be directed in writing to the Council of the Township of Perry through the completion of the Donation Request Application, attached as Appendix 'A'.
2. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.
3. Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation or grant.
4. A donation, being monetary or in-kind, is not intended to be the sole source of funding; the applicant must demonstrate a reasonable effort to raise funds from sources other than the Township of Perry.
5. Donations made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
6. No donation or in-kind contribution will be considered unless specifically authorized by Council in the form of a resolution of support.
7. In making donations, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations are final.
8. Application form is available on the website at www.townshipofperry.ca or can be picked up at the Township Office located at 1695 Emsdale Road, Emsdale ON.

ELIGIBILITY

1. Applicants must demonstrate the need for the specific request. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible. Applicants must provide the Municipality with their registration name and number on each request.
3. The municipality reserves the right to limit the number of donations made to a particular organization in any given year.
4. Applicants must be located in the Township of Perry, or provide a direct benefit to the Township of Perry and/or its ratepayers.
5. The Council's decisions regarding eligibility are final.

NOTIFICATION

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

REGULAR CONTRIBUTIONS

Council will provide the following has traditionally contributed to the following organizations automatically without requiring a written request:

- Royal Canadian Legion - 2 Wreaths for Remembrance Day (Emsdale, Kearney);

Rental fees waived at municipal owned facilities for the following organizations/activities:

Organization	Activity	Location
Emsdale Lions Club	Monthly Meetings (23 max)	Emsdale Meeting room 1 or 2
Emsdale Lions Club	Year End Meeting Christmas Childrens Breakfast/Seniors Dinner Easter Pancake Breakfast Effective Speaking Contest	Emsdale Multi Purpose Room or Novar CC, subject to Setup/Clean up fee outlined as outlined in the Fees and Charges By-law Schedule "F"

Organization	Activity	Location
Emsdale Agricultural Society	Monthly Meetings (11 max) includes Annual General Meeting	Emsdale Meeting room 1 or 2
Emsdale Agricultural Society	4 days (Thursday-Sunday)- Fall Fair (last weekend in August)	Emsdale CC
Emsdale Agricultural Society	1 day – Fall Fair Awards Evening	Emsdale Multi Purpose Room
Emsdale Agricultural Society	Bingo – 1 per week	Emsdale Multi Purpose Room or Novar CC, subject to Setup/Clean up fee outlined as outlined in the Fees and Charges By-law Schedule "F"
Emsdale-Scotia Institute	Monthly Meetings (10 max)	Emsdale Meeting room 1 or 2
Emsdale-Scotia Institute	Remembrance Day Ceremony	Emsdale Multi Purpose Room
Sprucedale District Horticultural Society	Monthly Meetings (12 max)	Emsdale Meeting room 1 or 2, if ECC Multi Purpose room is required then subject to Setup/Clean up fee outlined as outlined in the Fees and Charges By-law Schedule "F"
Hope's	Christmas Party	Novar CC
All Committees of Council	Meetings/Events	Emsdale CC or Novar CC
After School/Youth Program	1 x per week Sept-June	Novar CC
Eastholme- Seniors Luncheon	1 x per month	Emsdale CC

Council will consider further requests from organizations for activities not listed above when a completed application form is submitted to Council.

CAMPAIGNS, TAG DAYS, ETC.

Council permission is not required to conduct Campaigns, Tag Days, etc.

REQUESTS FOR ASSISTANCE OUTSIDE SCOPE OF POLICY

Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent



Appendix "A"
Township of Perry Donation Policy

Applicant/Organization

Name of Organization: _____

Address: _____

Contact Person: _____

Position: _____

Phone#: _____

E-Mail: _____

Information Regarding the Organization:

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

Is your group not-for-profit? Yes / No

Is this event charging a fee for participants/admission? Yes / No

How many years has your organization been in operation? _____

What services or activities does your group provide to the members of the Township of Perry?

Describe in broad terms the principal objective of your organization.

Payment – if your application is successful, please indicate the following:

Payable to: _____

Mailing Address: _____

Type of Donation Request

Financial assistance; \$ _____

In-kind Service request:

Details of how funds will be expended:

Name: _____

Signature: _____

Date: _____