



Township of Ryerson COMMUNITY DONATION POLICY Approved Date: December 5, 2017

Purpose

Many local programs and services are provided through the volunteer efforts of community organizations, greatly enhancing the life experience for residents of the Township of Ryerson. These efforts complement and often supplement programs beyond the Township's capability.

Corporate donations to the community demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

Policy

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and evaluation requirements.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and self-reliance and those that develop volunteer knowledge and skills.

Ryerson Township will consider requests for a monetary contribution as well as in-kind contributions for municipally owned resources. Only one request for financial assistance per year per application organization will be considered.

Eligibility

Eligibility for a Community Grant falls within the following categories:

- ***Programs and Services*** initiated or delivered by community groups or organizations to residents of the Township and the surrounding area;
- ***Events*** of a municipal, provincial or national significance, which could be expected to bring economic, and/or public relations benefit to the Township and the surrounding area;

- **Teams**, individuals or groups who require assistance to participate in recognized regional, provincial, national or individual championships;
- **Other** individuals and organizations resident to the Township and the surrounding area

Purpose of Grant

Grants may be provided to eligible applicants, as defined above, for:

- general operating and capital expenses including administrative costs and program-related expenses;
- activities/functions generally occurring within the Township and surrounding area; and/or
- programs/activities/functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the Township

The Grant Program is not intended to provide funding:

- on a retroactive basis for events that have already occurred;
- to groups whose programming, event or activities are designed to benefit or are geared towards a single group instead of to the majority of Township residents;
- to organizations aligned with any political party, or to support programs or services which are politically partisan in nature;
- for activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code;
- to be used as donations to charitable causes or other organizations;
- for debt retirement; or
- to an applicant that has an overdue amount owing to the Municipality

Guidelines

Applications are available from the Township of Ryerson office or on the Township's website. Although completed applications are accepted at any time throughout the year, the Township budget for grants is limited, and applications are evaluated on a first come, first served basis. The applicant is advised to contact the Township office before beginning the application. If necessary, Township staff can provide assistance with completing the application form.

Applicants (individuals, groups, organizations) submitting applications will be required to provide information about the purpose and mission of the organization or project; a statement describing the proposed use of the funds and the anticipated benefits to the community. Applicants are also required to attach a simple budget for the current fiscal year, a project/event budget (if applicable) and if available, financial statements for the last two fiscal years.

Applications will be evaluated based on the following criteria:

- the application is complete in all parts;
- there is a demonstrated benefit to the community;
- community support exists for the programs or services;
- there is a financial need;
- availability of alternate sources of funding; and
- evidence that efforts are being made to decrease reliance on Township funding and move toward self-sufficiency.

Regular Contributions

Ryerson Township has historically contributed to the following organizations and will continue to contribute upon written request by the organization:

Almaguin Adult Learning Centre
Armour, Ryerson & Burks Falls Agricultural Society & Fall Fair
Burks Falls and District Food Bank
Burks Falls District Historical Society
Burks Falls Santa Claus Parade
Canada Day Fireworks
Crime Stoppers
Royal Canadian Legion (Burks Falls) Poppy Fund
Women's Own Resource Centre

Amounts of these regular contributions may be increased or decreased by the organization by request and/or by Council as necessary. This list will be reviewed by Council every three years and amended if necessary. Requests for donations under \$300.00 received from these organizations will be evaluated and granted by staff according to the criteria above. Donation requests in excess of \$300.00 will only be granted by resolution of Council.

Process

Following submission to the Township, staff will review the applications and submit them for Council discussion. Applicants will be advised of the Council meeting date at which their application is to be considered and may request to make a delegation if so desired. Following a Council decision, applicants will be notified of the outcome and any allocation awarded. A cheque for the amount awarded will be forwarded approximately one month following final approval unless other specific conditions are recommended and approved by Council. Council reserves the right to approve or refuse any application based on the criteria listed above and/or at their discretion. Council may award a donation of lower value than that requested, based on the status of the Community Donation budget.

Grant recipients will be required to acknowledge the support of the Township of Ryerson in all advertising, publicity, programs, and signage for which funds are granted. The recipient may not represent the Municipality as a partner or hold the Municipality responsible for any obligations relating to the initiative.

Council may request a report following the event or program's end, including but not limited to a full budget and a description of any measured successes.

The granting of assistance in any year is not to be considered a commitment to grant such assistance in future years with the exception of those organizations listed in the *regular contributions* section above.