



# Village of Sundridge Corporate Policy

<b>POLICY:</b> Donation Request Policy	<b>COUNCIL APPROVAL DATE:</b> November 22, 2023
<b>POLICY NUMBER:</b> CO-2023-002	<b>RESOLUTION NUMBER:</b> 2023-342
<b>SUPERCEDES POLICY NUMBER: N/A</b>	<b>REVISION DATE:</b>

## 1. PURPOSE

To establish a policy that will provide a consistent and timely process donation request.

## 2. DEFINITIONS

For the purpose of this Policy:

Monetary donations: donations of a monetary value

In-Kind donations: contributions of municipal property/facilities, materials, or resources other than cash.

## 3. POLICY

The Village of Sundridge recognizes the valued contributions being provided through efforts of community groups and organizations on behalf of the residents. Municipal donation funding demonstrates Council's commitment to working with groups and organizations which provide these beneficial programs, services and events to the community while recognizing the financial constraints impacting the Village's ability to provide funding to these groups and organizations.

The Village policy on municipal donations is to establish and maintain an orderly procedure for organizations and groups making application for donation money from the Village.

The purpose of this policy is:

- To establish funding criteria and application procedures for requests for financial assistance from groups and organizations.



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- To provide Council and staff with clear direction in considering and responding to requests for donations.
- To provide an accessible, transparent, organized, and equitable process for groups and organizations seeking donations from council.
- To establish an annual process for 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 Council to maintain a more equitable distribution of limited available resources for Council donations.

All requests for donations must be made through the application process as outlined in this policy.

## **4. Application**

Council recognizes that many groups and organizations conduct events and provide programs or services which benefit the community as a whole. Council will consider requests for donations from groups or organizations that meet at least one (1) of the following criteria:

- A not-for-profit organization that meets the criteria established in Chapter 2 “Eligibility Requirements” of the Lottery Licensing Policy Manual issued by the Province of Ontario
- Any group or organization that would increase the general public’s awareness of our community in a positive manner
- Any group or organization that provides a recreational or cultural service that the Village currently does not provide.

Contributions will not be made for the following purposes:

- Discriminatory activities or events or those that would incite hatred
- Activities that are contrary to the policies of the Village, or any applicable by-laws or policies
- Activities which are deemed to be unlawful



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While Council will consider requests for contribution, there is no guarantee that a request will be approved.

## 5. Notification

To be considered for the donation policy all applications must be completed and submitted by October 31st of each year for the next fiscal year (i.e. October 31, 2024 for 2025). Applications will be available on the Village website with hard copies also available at the administration office.

Applicants will be notified regarding Council's decision about their application.

Applicants may schedule a delegation for Council, if they would like to outline the event/program details prior to any donation funds are awarded.

If donation funding is received for a special event, the Village asks for the successful recipient to report back to Council, through written correspondence submitted to the Clerk, outlining the success of the event, including information on how the funds were spent and the number of participants who attended. This written correspondence received from the applicant after the event will be published in a Village agenda package (this is a public document).

## 6. Criteria

- Preference will be given to applicants that are non-profit community groups and organizations
- The non-profit organization or group on the application must be located in the Village or serve Village residents, or their event or program must be hosted in the Village limits
- Applicants must demonstrate a reasonable effort to raise funds from sources other than the Village

## 7. Application Process

The application period will open on February 1st of each year for donations to be provided for the subsequent year.

All requests for donations must be submitted to the Village by the set deadline of October 31st of each year, to allow appropriate time for any requested delegations and consideration by Council during budget



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deliberations. (i.e. If an application is received prior to October 31, 2024, the donation, if approved, will be made in the 2025 fiscal year)

- Late or incomplete applications for donations will not be eligible for Council consideration
- All decisions of Council are final, there will be no appeals
- All requests for donations shall be made by submitting a completed Donation Request Application, attached as Appendix A
- Staff will prepare a report to Council summarizing the applications received for Council direction
- Should donation requests exceed the amount included in the annual budget, Council will determine the successful recipients based on a number of factors including, but not limited to:
  - The type of organization requesting funds (Non-profit vs for profit)
  - Past donations received from the Village
  - Number of Village residents who may benefit from donation
- Only one application request per group/organization per year will be considered
- Council shall allocate an annual amount for donation purposes yearly within the Village budget. The amount of funds shall be distributed based upon the evaluation of the requests received by the deadlines. Council may choose not to allot all of the designated funds.
- No donation will be granted unless specifically authorized by Council in the form of a resolution for support or as otherwise authorized by this policy
- In making donations the Village reserves the right to impose any conditions and restrictions that it deems fit



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## 8. Funding

Within the awarded fiscal year, the successful group/organization must spend any funding on the sole purposes for which it was awarded. The Village does not wish for their funding to be the sole source of funding for any event, program, or service. This is to assist Council in maintaining an equal and fair distribution of donations.

At their discretion, Council reserves the authority to:

- Award partial amount of funds that have been requested by the applicant
- Award donations with certain terms and conditions

Donations made by the Village shall not be regarded as a commitment for continued financial support in the future.

Any unused funds must be reported to the Village with an explanation as to why it went unused. The Village reserves the right to request funds to be returned to the Village, in the event the funds have been in a manner not consistent with the sole purpose(s) for which it was rewarded or the event/program is cancelled.

The Village reserves the right to request any and all information that the Village deems necessary in order to determine compliance with the requirements of this policy.



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APPENDIX A (to Policy CO-2023-002)

## **DONATION REQUEST APPLICATION**

Group/Organization Applying:

Address:

Contact Person(s):

Position(s):

Telephone or Email:

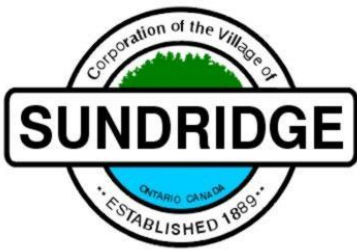
What type of donation is being requested: Monetary      "In-Kind"

Donation value being requested:

Please provide a summary of How Funds Will Be Used?

Is Your Group Based in the Village of Sundridge?      Yes      No

If no, how does your group support the residents/businesses of the Village of Sundridge?



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Is Your Group Not-For-Profit organization?    Yes    No

How Many Years Has Your Group/Organization Been in Operation?

What other sources of funding are used by your organization to provide its services?

*\*\* Please be advised that effective January 1, 2025 all donation requests must be received at the Village office by **October 31** of the previous year.*