



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

<b>Policy/Program:</b> <b>Grants and Donations</b>	
<b>Administrator:</b> Council	<b>Approved by:</b> Council (2023-12-20)
<b>Date Last Reviewed:</b> December 2023	<b>Date Last Revised:</b> December 2023

### 1. Objective

The Township of Tay ("Township") recognizes the valuable contributions made by community organizations and volunteer groups to provide programs, services, and events which enhance the well-being of the community and the quality of life for its residents.

### 2. Purpose

The Grants and Donations Policy has been established by Council to provide guidelines to organizations within Tay Township who are seeking modest financial assistance with the following:

- One-time start-up funding for a new community event or festival;
- Funding for an established community event or festival;
- Funding towards partnerships between the Township and organizations;
- Funding to maintain and/or operate private structures or property that are used to benefit the community as a whole; or
- Funding to support federal and provincial government grant application requirements

### 3. Scope

The Grants and Donations Policy shall apply to funding requests from:

- Groups or organizations based in the Township who are mandated to provide direct benefits, programs, and/or services primarily to Township residents;
- Township-based youth groups or service clubs (Boy Scouts, Girl Guides, etc.);
- Cemetery Boards;
- Township-based branches of the Royal Canadian Legion;
- Chartered service clubs based in Tay Township;
- Township Boards and Committees; and



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

- Groups or organizations not based in Tay Township but are mandated to provide direct benefits, programs, and/or services to the Township and who are funded in whole or in part by neighbouring municipalities.

Funding requests **will not be** considered from the following:

- Social assistance services that are provided by other government agencies or not-for-profit organizations excluding those programs or services that are funded in whole or in part by neighboring municipalities;
- Travel expenses for members of an organization;
- Sponsorship of athletic endeavors (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.);
- Individuals;
- For-profit organizations;
- Organizations serving as funding sources for others, for example service clubs unless they are applying for funding for community festivals;
- Faith organizations where services/activities include the promotion and/or require adherence to a faith;
- Fundraising events;
- School Boards, primary and secondary schools, and post-secondary institutions, with the exception of scholarship funding and annual graduation awards;
- Organizations that conduct most of their activities outside the Township and do not provide a direct benefit to Tay residents; or
- Organizations that do not submit the required Schedule C reporting information for a previous year's grant.

A separate policy entitled Culture & Recreation Rental Fees – Township Facilities should be referenced with regard to reduced rates and fee waivers for the rental of Township Facilities.

### **4. General Provisions**

The Township will invite applications for financial assistance by posting notice of the Grants and Donations Program on the Township's website and promoting it through the Township's various communication methods such as social media, e-newsletter, etc.

### **5. Grant Application Request Directives**

All requests for grants/donations should be directed in writing to the Financial Analyst, through the completion of the Grant Application Form, attached as Schedule "A", so that the request can be considered by the Grants and Donations Committee prior to budget deliberations.



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

Requests for grant funds to support Capital Projects shall be directed to the Committee for approval, as timelines may not fall within the regular Grant Application deadline.

All requests will be assessed based on the availability of the requested resource, the potential financial impact on the Township, and the contribution to the well-being of members of the community.

The Committee shall consider the request for in-kind services from the Township in conjunction with requests for grant funds, ensuring adequate staffing and equipment requested is available. In-kind requests may result in a financial impact to the Township that will be considered over and above the \$25,000 budget. Any requests for in-kind support must be clearly identified as indicated in the application.

Grants/donations made by the Township are not to be regarded as a commitment by the Township to continue such donations/grants in the future.

In making grants/donations, the Township may impose such conditions and/or restrictions as it deems fit.

To be considered for the Grant Program, all applications must be completed and submitted by the deadline of September 30<sup>th</sup> of each year.

Grant Application Forms are available on the website at [www.tay.ca](http://www.tay.ca) or by calling the Township Office at 705-534-7248 x261.

The Committee may consider applications outside the annual application process if:

- the group/organization can demonstrate that the purpose for which they are seeking the donations was not foreseen at the time of the annual process; and
- providing there are still funds available in the overall annual grant allowance of \$25,000.

Applicants who applied for grant funds will be notified after the adoption of the Budget.

### **6. Eligibility Criteria**

The Committee will review applications for grants considering the group/organization meets the following eligibility criteria:



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

- That it involves volunteers;
- Demonstrates a clear need for the funds being requested in order to enable them to provide a specific service or program;
- Is located in the Township of Tay; or
- Although not based in Tay Township they have a mandate to provide direct benefits, programs, and/or services to the Township and funded in whole or in part by neighbouring municipalities.
- Provides without discrimination a recreation, cultural, or community service, that the Township does not otherwise provide, to a significant proportion of residents;
- Requires Municipal funding participation to support a federal or provincial grant application;
- Demonstrates collaboration and cooperation with other local organizations in the sharing of resources; and/or
- Demonstrates that it is actively pursuing other sources of financial support and fundraising, e.g. donations, membership fees, ticket sales.

### **7. Application Process**

It is the responsibility of the applicant to submit a complete Grant Application with clear and sufficient information. It should be noted that the grant program is competitive, and applicants must submit the best application possible by September 30th of each year. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested. Incomplete or unclear applications may be declined.

Prior to considering a request for a grant, the Committee shall require the following from the group/organization:

- a) A completed Grant Application Form (attached as Schedule "A") detailing the group/organization's eligibility and the proposed commitment from the Township. An electronic copy is acceptable.
- b) Financial statements and/or a completed Financial Information Form (attached as Schedule "B"). This is mandatory and must be included with each application.

The Township reserves the right to request additional information in support of the application.

The following grant applications are exempted from the policy, corresponding application process, and annual reporting due to the size and type of donation:

- Legion Poppy Fund Donations
- Graduation awards to local primary and secondary schools
- Annual contribution to the County of Simcoe Scholarship fund



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

Grant amounts awarded will be based on available funding.

A group/organization may submit more than one application; however, there shall be no duplication of funding to any group/organization in any fiscal year.

Any grant funding that has not been spent in the year that it is received shall be returned to the Township.

A financial surplus or reserve held by any group/organization and not designated for a specific purpose may disqualify a group/organization from receiving a Township grant until the financial surplus or reserve is depleted.

### **8. Reporting**

Within three (3) months of the completion of the event, project, or service or at the end of the calendar year, all groups/organizations receiving funding from the Township shall provide a completed Grant Report attached hereto as Schedule "C". If it is determined that funds were reallocated to another event/project/service other than what was submitted with the Grant Application, the Township may, at its discretion, disqualify an organization from any future funding under this program. Any group/organization that does not submit a full report will not be considered for funding in the future.

### **Attachments**

- Schedule A – Grants and Donations - Grant Application
- Schedule B – Grants and Donations - Financial Information Form
- Schedule C – Grants and Donations - Grant Report

### **9. Related/ Referenced Policies**

- Culture & Recreation Rental Fees Policy

### **10. Amendments**

The Township reserves its rights to create, amend, alter, vary and/or revoke any and all policies at its sole discretion and without notice.




## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

### 11. Approval

Approved by Council:

Mayor Ted Walker  
Name – Print

  
Signature

2023-12-20  
Date (yyyy-mm-dd)

### 5. Revision Record

Rev.	Description of Revision	Admin	Effective	Circulation Date
4	Revision December 2023	Council	2007-05-12	2023-12-21