


South Glengarry		POLICY
Policy and Procedural Manual	Page Number:	1 - 5
		Review Frequency: Every 5 Years
Approved By:	Bryan Brown - CAO	Date Approved:
		Revision Date:
Subject:	Municipal Grants and Donations	

Policy Statement:

The Township of South Glengarry (South Glengarry) recognizes the benefit that local volunteers provide our community and wish to recognize them by committing funds through our Grants and Donation Policy.

South Glengarry understands that from time to time, annually, or for a certain duration our volunteer groups require financial assistance. The Grants and Donations Policy reflects South Glengarry’s commitment to assisting in addressing such needs.

The policy, and accompanying documents (application form and summary form), are to ensure an accountable and fair process that best reflects the needs of our community. Decisions on grants and donations will be made by South Glengarry Council and will be based on our strategic plan, community interests, financial capacity, and doing the greatest amount of good, for the most amount of people, for the longest duration.

South Glengarry understands that changing socio-economic issues may result in unique reviews of the Grants and Donation Policy. In any case, this document will be reviewed every 5 years.

Municipal Funding:

South Glengarry Council does not need to utilize the full allotment of monies designated for grants and donations, nor if insufficient requests are received is South Glengarry Council required to approve all requests. 15% of the yearly amount will be allotted for Council discretion. Council discretion is set aside for miscellaneous requests that are received after the November due date (i.e. request for fee waiver, etc.)

In addition to monetary requests, in-kind requests may be considered (i.e. township staff, equipment, etc.)

South Glengarry Council shall give priority to community groups that most align with its strategic plan and community vision. The most apparent connections to the strategic plan are outlined in the application form.

The following funds, reviewed and updated every five years, are available for application:

Year	Amount
2018	\$55,000
2019	\$55,000
2020	\$57,500
2021	\$57,500
2022	\$60,000

Deadline:

The deadline for the applications is the last Friday of November, unless otherwise indicated (i.e. funds set aside in Council discretion).

Eligibility Criteria:

- 1) Applicants must be an incorporated non-profit community group or organization whose primary focus is in South Glengarry.
- 2) Grants are intended to be supplementary to an organization's main source(s) of funding.
- 3) All funding will be for future projects. Retroactive funding will not be considered.
- 4) Repeat grant requests will only be available to organizations who are in good standing with South Glengarry.
- 5) Guaranteed funding is only for the fiscal year in which the organization has applied. Continued commitment will be considered on a year by year basis.
- 6) Respecting this policy South Glengarry may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

- 1) Individuals, businesses, and publicly funded organizations (i.e. schools, hospitals, etc.) are not eligible.
- 2) Organizations that may be located within the Township of South Glengarry, but are regionally-oriented, or that represent or service a special interest group, shall not be considered.

Application Guidelines:

All grant applications shall be submitted on the Grants and Donations Application Form and directed to the General Manager of Corporate Services by the last Friday of November of each year, unless otherwise indicated, and shall include all information required.

The application form is found at the end of this document. If you have any questions about your submission please contact the General Manager of Corporate Services before completing the form.

Review of Application:

- 1) All requests for financial grants will be reviewed.
- 2) Incomplete applications will not be considered.
- 3) Only one request per organization shall be considered per calendar year.
- 4) The maximum yearly request up to \$4,000 per calendar year.
- 5) All applications will be assessed in terms of the need for the project, cost effectiveness, financial viability, community involvement, and contribution to the quality of life of South Glengarry and its residents.

Application Deadline and Notification of Acceptance:

Applications must be received by the last Friday of November, unless otherwise indicated, for all events/projects in the upcoming calendar/fiscal year.

Notifications of acceptance will take place following the passing of the South Glengarry Municipal Budget. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in a time that suits their event or particular needs.

South Glengarry Council reserves the right to accept requests that do not conform to the two above statements if they deem them to be reasonable and contribute to the betterment of the community.

Summary Report:

- 1) Prior to the disbursement of any municipal funds, all grantees must provide a Summary Report, found at the end of this document, which aligns the actual outcome with the initial Application Form
- 2) Grants in future years may be reviewed based on past fiscal responsibility.
- 3) Without prior approval of South Glengarry Council grant money shall not be transferable between:
 - i. Projects or groups,
 - ii. Fiscal years

Groups are encouraged to submit photos of their activity/event and permit South Glengarry to use such photos to promote the Grants and Donations Program and/or the Municipality.

Failure to provide a Summary Report will result in funds not being released and future requests being denied.

