



Council Ad Hoc Grant/Donation Request Policy

Current Version	V2.0
Approving Committee :	Council
Initial Date of Adoption:	
Initial Minute or Resolution Number:	
Department of Origin/author:	Finance Department
Review date:	

Version	Date	Meeting Type	Resolution #	Reason for Change
V1.0	January 25, 2016	Council		
V2.0				Resolution 2021.47.10 that staff review the Council ad hoc/donation request policy for updates and recommendations, including an application and post funding form.



Council Ad Hoc Grant/Donation Request Policy

Purpose

Loyalist Township recognizes the need for donations and grants to encourage, support and assist individuals and organizations that represent the Township or benefit its residents. The Township will provide financial assistance, 'in-kind' assistance or a combination of both to individuals and recognized charitable, not-for-profit, service organizations or other municipalities from an annual budget established for this purpose.

This policy is intended to provide guidance to members of council for requests they receive in regards to donations or grants that fall outside of the scope of other grant programs established in the Township, such as the Renewable Energy Grant Fund Policy or Heritage Grant Policy.

Eligibility Criteria

The following may be eligible for a Loyalist Township Council Ad Hoc Grant or Donation:

- An individual(s) who resides within the Township
- Not-for-profit, charitable, or volunteer based organizations within Loyalist Township or the County of Lennox and Addington
- Other municipalities

Policy Guidelines

1. Council Ad Hoc Grants or Donations may be provided to eligible applications for:
 - A maximum of \$500 for not-for-profit, charitable, or volunteer based organizations and municipalities
 - A maximum of \$200 for individuals
 - Activities/events generally occurring within municipal boundaries; or
 - For programs, activities and events addressing a community need or contributing to the positive image of the municipality
2. Council Ad Hoc Grants or Donations are not intended for:
 - The provision of funding in excess of \$500 for not-for-profit, charitable, or volunteer based organization and municipalities or \$200 in the case of an individual(s)
 - Organizations or individuals with a political mandate, such as citizen ratepayers associations or a person holding office or seeking election on any level of government
 - Organizations or individuals not in good financial standing with Loyalist Township
 - Debt repayment
3. The donation/grant from Loyalist Township may be financial, in-kind, or a combination of both.
4. An individual, organization or group will be granted only one donation in any fiscal year.



5. Granting of assistance in any one year is not to be regarded as a recurring commitment. A new application would be required on an annual basis.
6. Any written request for a donation or grant, which exceeds the normal amounts granted by this policy or after total budget funds for Council Ad Hoc Grants and Donations have already been allocated may be approved by a Council Resolution. The donation/grant request must meet the guidelines of this 'Council Ad Hoc Grant/Donation Policy' in all other respects.
7. Requests for assistance should follow the Renewable Energy Grant Fund Policy and application process wherever possible. This policy should only be used for time sensitive requests for funding where the requests are under the caps indicated.

Application

1. All requests for Council Ad Hoc Grants and Donations must be in writing and include the following information:
 - a. The contact information for the person(s) requesting the donation/grant
 - b. The purpose or intended use of the requested funds
 - c. In the case of an organization, the mandate of the organization requesting the donation/grant
 - d. The amount being requested, including the estimated monetary value of any in-kind services
 - e. Indication that some portion of the project costs are being covered through personal contribution, fundraising activity or other donations/grants
 - f. Outline the community benefit from the intended use of the requested funds
2. Grant and Donation recipients will be required to report back to Council a description of the benefit to the community from the use of these funds.

Administration

Any grant or donation to be provided under the Council Ad Hoc Grant/Donation Policy must be received by Council and passed by Council resolution.

Administration of grants and donations will be done in such a manner as to try to avoid duplication of payment at the County and lower tier level for the same application.