

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN
BY-LAW NO. 2024-813**

Being a By-Law to establish a Grant Policy

**WHEREAS the Corporation for the Township of South Algonquin, deems it
desirable to pass a By-Law adopting a Grant Policy**

NOW THEREFORE the Municipal Council for the Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** Council hereby approves the policy “Grant Policy” as Schedule “A” to this By-Law.
2. **THAT** all previous By-Laws related to the matters herein described are hereby repealed.
3. **THAT** this By-law will come into force and take effect on the date of the final passing thereof.

READ A FIRST AND SECOND TIME this 4th day of December 2024.

Ethel LaValley, Mayor

Bryan Martin, CAO/ Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 4th day of December 2024.

Ethel LaValley, Mayor

Bryan Martin, CAO/ Clerk-Treasurer

Township of South Algonquin Corporate Policy			
DEPARTMENT: Corporate Services			POLICY #:
POLICY: Grant Policy			
DATE: Dec 2024	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 5

Grants & Subsidy Policy

(for all non-profit organizations)

1. Purpose

- 1.1. The Township of South Algonquin, through its Municipal Council, fully supports and encourages the activities of Community Groups.
- 1.2. The purpose of the Township of South Algonquin’s Grants/Subsidy Program is to provide support to facilitate and ensure effective citizen involvement in Community events relevant to improving the well-being of citizens and contributing to the quality of life in the Community.

2. Goal

- 2.1. The primary goal of the Municipal Grant and Subsidy Program is to monitor and respond to Community needs and to promote local identity by encouraging Community participation.
- 2.2. Groups or associations, which contribute to the enrichment of Community life, will be considered for grants or subsidization, within the limits of available financial resources.
- 2.3. It is the aim of the Municipal Council to assess all requests objectively and equitably.
- 2.4. The policy statements and operating procedures of this grant process will be subject to annual review and amended as required.
- 2.5. The Corporation of the Township of South Algonquin will not contribute to deficits or make up funding shortfalls resulting from programs or events of any kind, which were undertaken without prior consultation and approval from the Township of South Algonquin

3. General Policy Guidelines

- 3.1. Only South Algonquin groups and/or organizations are to be considered for financial assistance and requests from individuals will not be considered.
- 3.2. Municipal assistance will be made available for South Algonquin volunteer non-profit groups/organizations that:
 - a) Show evidence of organizational and fiscal responsibility
 - b) Are “not for profit”
 - c) Have a leadership group
 - d) Demonstrated evidence of Community support by showing evidence of volunteer involvement
- 3.3. Under normal circumstances, only one request per organization is to be considered in a fiscal year to a maximum amount of \$500.00.
- 3.4. All programs, projects and undertakings should be consolidated in one request.
- 3.5. Each applicant for financial assistance will be required to complete a grant application form.
- 3.6. All completed applications must be to the satisfaction of the CAO and will be processed expediently and presented to Committee with the recommendation of the CAO as to, if any, subsidies should be given.
- 3.7. The applicant organization must utilize the funding granted within the fiscal year, on the sole purpose for which it was awarded.
- 3.8. The Municipal Council has the final decision on all financial assistance items.
- 3.9. If the group doesn't fit into this policy, staff will inform Council of the group's request.
- 3.10. South Algonquin service clubs and charitable organizations may be provided with the use of Community facilities for charitable fund-raising purposes once per year at a reduced rental rate.
- 3.11. Eligible clubs and organizations must file a written request with the CAO at least sixty (60) days prior to the event. The CAO shall review the request and approve or deny it based on the policy affiliation. If the CAO is in doubt as to where the affiliation may lie, then he /she will bring it to the next Committee meeting for discussion.

- 3.12. Assistance if applicable will be given in the form of Municipal services in kind.
E.g.: The limit will be set at a maximum of \$200.00 for Community Events for services in kind or will be as the current year budget permits.
- 3.13. The rental of Community facilities for use under a Special Occasions Permit shall not be eligible for a reduced rental rate unless the event is deemed by the Council to be a Community event, as per council guidelines.
- 3.14. The Municipal Council is particularly interested in supporting developmental programs and projects of a special nature. Projects that will be highly considered shall serve an outstanding need in the Community and will not compete with any other service provider. The applicant will demonstrate that the project will impact on the quality of life in the Community. If the project is likely to be continuing, it must be capable of becoming self-sufficient. Assistance may be available by way of services in kind
- 3.15. In case where assistance is given to a group or organization for the purchase of equipment or supplies; it should be noted that all such supplies or equipment should remain the property of the Municipality should the group in question dissolve.
- 3.16. Assistance to groups to effectively conduct their activities would be considered, i.e. community center youth subsidy. Municipal assistance in this category could take the form of equipment, facilities, services, and staff assistance.
- 3.17. The granting of assistance in any year is not to be regarded as a commitment by the Township of South Algonquin to continue such assistance in future years. Assistance shall be determined annually on the applicant's merits. All groups and organizations will be encouraged to become self-sufficient.

Township Grant Application Form

(Return to: Township of Township of South Algonquin or email to clerk@southalgonquin.ca)

Applicant Information:

Name of Individual/Organization or group: _____

Address: _____ Postal Code: _____

Contact Person: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Previous Donation Recipient? Yes No

Type of Donation: Monetary Donation “In-Kind” Donation

If “In-Kind” for hall rental, please select one of the following:

Lester B. Smith Community Center: _____ Madawaska Complex: _____ Mervin Dupuis (Rink) _____

Is the group not for profit? Yes No

Do you wish to schedule a delegation? Yes No

Details of Donation:

Amount Requested: \$_____ Date of Request: _____

Purpose for which the donation would be used (if approved). Give details of project, event description, time frame, community benefits:

Is the Organization based in the Township? Yes No

If no, how does your group support the residents of the Township of South Algonquin?

Applicant’s Signature: _____

Date: _____

Attach any further supporting documents, such as past events feedback.

For office Use Only:

Approved:_____ Denied:_____ Amount: \$_____ Date:_____

Note: Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the sole purpose of determining eligibility for donations. Questions about the collection should be directed to the Clerk/Freedom of Information Coordinator. The Corporation of the Township of South Algonquin, 7 Third Ave., Whitney, On, K0L 1W0