

The Rural Municipality of Oakland

Policy & Procedure Manual

Policy

COUN002

Reference: Council	Classification: Policy
Subject: Grant Request Policy	Pages: 1 of
Authority: Resolution of Council	Effective Date: May 14, 2014
Approved:	
Revised: April 16, 2019	

TITLE: GRANT REQUEST POLICY

PURPOSE

This policy details the guidelines and process to be used by Council to approve and administer requests for grants that do not show as an independent line item in Council's budget.

PREAMBLE

Council will consider all grant requests once each year, in conjunction with adoption of its annual budget.

POLICY

To be eligible for grants from the Municipality of Oakland-Wawanesa, the following conditions must be met:

- All organizations must be non-profit organization;
- Organizations must be located within the municipality unless they provide a direct benefit to the ratepayers and/or residents of the Municipality;
- Grants may be used for capital or operational purposes;
- Each organization, if approved, may only receive **one** grant per year

Funding **will not** be considered in the following instances:

- Only an individual will benefit (i.e. gifts for socials, reunions etc.)
- Political organizations or groups
- For-profit organizations
- Provincial, national or international charities

APPROVAL PROCESS

Information will be posted on the Municipal website and Face Book page in January of each year for interested organizations.

The applying organizations are required to produce a written request and should include the following:

1. A description of the organization and its purpose.
2. Names of the principal officers.
3. Mailing Address.
4. Intended use of the funds accompanied by current financial statement.
5. Reasons in support of the request.

All requests must be received by February 15 in each year in order to be considered.

Administration will forward these requests to Council for approval by resolution consistent with the budgeted amounts.

CRITERIA

Approval of each grant request is an objective act by Council and each request will stand on its own merits. At minimum, Council will take into account the following criteria:

- a) Precedent – has a grant been made for this purpose before;
- b) Local impact – will the grant benefit the community;
- c) Neighbourhood fairness – overall and over time, grants should affect the entire municipality fairly;
- d) Degree of need – does the requestor deal with fundamental problem;
- e) Financial need – how badly does the requestor need the grant; and
- f) Funds remaining – is there any money left in the grants account.

The cheque for the approved amount of the grant will be issued to the organization within 30 days of Council approval.
