

POLICY FOR GENERAL COUNCIL GRANT REQUESTS

Finance Policy Name: General Grants

Approval Date: October 7, 2010

Effective Date: January 1, 2011

Revision Date: June 21, 2018

INTRODUCTION

From time to time, the Council of the Township of Malahide is requested to provide financial assistance for a variety of community undertakings. This policy encompasses all requests other than Grants for Local and Founding Organizations.

POLICY PURPOSE

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to:

1. provide municipal funds or other forms of assistance, in limited amounts, to Community groups and organizations that warrant municipal support
2. ensure that full value be obtained for each dollar provided in financial assistance by the Township.

SCOPE

This Statement of Policy applies to requests for municipal funding assistance or other forms of municipal assistance.

EXCLUSIONS

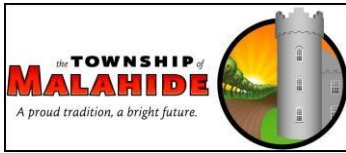
1. Requests for funding from Founding Organizations and Local Organizations with regard to Malahide Community Place or South Dorchester Community Hall.
2. Request for contributions to disaster funds, such as fire, flood, earthquakes, etc.
3. Request for funding from other government agencies, as well as Cemetery Boards.

DEFINITIONS

Cancellation Fees

Notice of cancellation shall be in writing and delivered, faxed or emailed to the Township of Malahide thirty (30) business days prior to the date of the function. The Renter will be responsible for all rental fees for cancellations with less than thirty (30) business days' notice.

All cancellations will result in an administration fee.



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Tourism/Economic Development

Includes organizations that significantly benefit tourism by bringing in non-Township of Malahide residents into the Township of Malahide or promotion of events highlighting the Township of Malahide.

Community

Includes organizations that enable citizens to strengthen the personal or community life of the Township of Malahide. It also refers to organizations which strengthen neighbourhoods, accessibility, and public involvement in organizations that operate within the Township of Malahide. This category includes quality of life organizations.

The Arts

Includes organizations that produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing or visual arts.

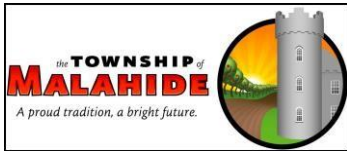
Culture and Heritage

Includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions, e.g. diversity and multi-culturalism.

GUIDELINES

The following are the guidelines to be used by the Township of Malahide in evaluating applications for general grant financial assistance.

1. The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Malahide and the organization must be responsible for the planning and provision of these services.
2. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant do not substantially duplicate the efforts of other organizations.
3. The grant application will be considered in one of five categories:
 - a) Tourism/Economic Development
 - b) Community
 - c) The Arts
 - d) Culture and Heritage
 - e) Other



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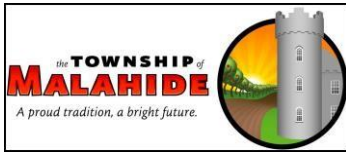
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4. The Financial Assistance Program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
5. As a general guideline, the Township of Malahide will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
6. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
7. The mandate of the organization must provide for services extended to the general public of The Township of Malahide and should not exclude anyone by reason of race, religion, or ethnic background in accordance with the Canadian Charter of Human Rights and Freedoms.
8. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
9. An organization (principal) receiving financial assistance from the Township of Malahide should not act in the capacity of a funding body (agent) for, or provide financial assistance to any other group or organization.
10. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc. Fully completed applications for assistance must be received on an annual basis **not later than October 31 in the year prior to the event.**
11. This Financial Assistance Program shall be used only for the purpose approved by Council.
12. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.
13. Applicants must provide the following financial information: previous year's financial statement (which must be reviewed by a professional accountant if assistance is greater than \$5,000.00) and current year's budget.
14. Regarding requests for facility fees at Malahide Community Place or South Dorchester Community Hall, the Township of Malahide will not give consideration for financial assistance for any of the following:
 - a) Non-facility fees such as: the purchase of ice, insurance cost, additional equipment rentals, Special Occasion Permits (liquor licences), taxes, capital surcharges, cancellation fees, or breakage/damage fees, etc.
 - b) Staff overtime costs including early/late access fee.



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15. The successful applicant will acknowledge the Township of Malahide's support in its promotional materials in a manner acceptable to the Township.
16. No financial donation or assistance will be considered unless specially authorized by this policy.
17. Council makes the final decision on all Grant requests.

POLICY AUTHORITY

This policy will be approved by Council for the Township of Malahide. The related procedures will be approved by the Chief Administrative Officer/Clerk.

REFERENCES AND RELATED POLICY

Grants for Founding Organizations

Grants for Local Organizations

REVIEW CYCLE

This policy will be reviewed annually by the Treasurer.