

## Grants & Donation Policy

### Background:

This policy provides guidance to Council in considering requests from citizen(s) and group(s) to provide financial assistance for a variety of activities. In accordance with the criteria outlined below, requests must be made in writing to the Rural Community of Hanwell and "should" be accompanied by the attached application (Schedule A)

### Criteria:

Hanwell will establish in its budget provisions for the purposes of assisting individuals or community groups in worthwhile and beneficial activities. For the purposes of this policy an individual **must** reside in the Rural Community of Hanwell

1). Council will consider requests for financial support from **individuals** who:

- are engaged in an activity for which they receive no income
- are prepared to make a significant personal contribution to the activity
- might not otherwise be able to participate in the activity for which the funding is requested

The financial support for any one request will be to a maximum of \$150.00, current budget allowing, excluding yearly registration fees.

2). Council will consider requests for financial support from **community groups** who:

- Have a mandate which includes a public service to Hanwell citizens.
- Do not have primarily religious or political objectives nor are affiliated with organizations which do.
- Will not promote any events affiliated with illegal drugs, unlicensed gambling, political parties or specific religious activities.
- Are not receiving funding from the municipality through a regular funding arrangement, nor are associated with a group receiving regular funding.
- Community groups that will be requesting funding on an annual basis must make their request for donation on or before October 1<sup>st</sup> each year for the next fiscal year, for budget preparation
- Any grant requests pertaining to recreation/leisure activities will need to be reviewed by the Recreation Committee of Council as per their mandate.
- Upon approval, any grant over \$2000 will be given in 2 (50%) installments.
- Receipts must be provided before the next additional installment will be given.
- A detailed budget (income & expenditures) of the project must be submitted with the application, along with a current financial statement.
- Detailed drawings/plans will be required for any improvements/construction to land or buildings
- Detailed quotes from at least two (2) sources should be provided.
- Applicants must hold current Public Liability Insurance sufficient for the proposed event, if applicable.
- The municipality of Hanwell reserves the right not to grant or donate to any activity that could involve the municipality in a controversial issue or expose Council to adverse criticism.

- Applicants must ensure the project meets all federal, provincial and local regulations and documents of such must be readily available upon Council's request for viewing.

3). The activity to be funded should be beneficial to Hanwell and/or the residents

4). Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.

5.) Funding requests will only be accepted from existing non-profit organizations within the Hanwell rural community that provide (or plan to provide) recreation and/or leisure activities that are accessible to all residents of the Hanwell rural community.

6). Once a funding request for a project has been approved, initial and subsequent disbursement will be determined by Mayor and Council; the following must be met as well as the conditions stated above

- Ensure property taxes are paid by the due date.
- Ensure public access to all residents of the Hanwell rural community.
- Not to implement or increase any user fee for access to the facility/land that has not been approved by Mayor and Council.
- Provide a report of all funds spent and revenue generated from buildings/land involved in the project for the funding period.

6). The Mayor has the authority under this policy to approve up to \$150.00 for donation requests, within the current budget. Any request in excess of this limit will need to be forwarded to Council for approval. Unless time is of the essence all requests will be considered at the next Regular Meeting of Council

Original Date of Adoption by Council April 12, 2017

Date of Revision Approved by Council \_\_\_\_\_

Clerk's Signature Melanie Just



**SCHEDULE A**  
**Application for Grant & Donation Request**

**Application Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Descriptions of Proposed Event or Activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Cost: \$** \_\_\_\_\_

**Benefits to Hanwell:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Mayor Approved:** \_\_\_\_\_ **Amount Approved: \$** \_\_\_\_\_

**Date Council Approved:** \_\_\_\_\_ **Amount Approved: \$** \_\_\_\_\_

**Date of Cheque Issued:** \_\_\_\_\_ **Cheque Number:** \_\_\_\_\_

**2<sup>nd</sup> Installment (if applicable)**

**Receipts Obtained: Yes** \_\_\_ **No** \_\_\_

**Date of Cheque Issued:** \_\_\_\_\_ **Cheque Number:** \_\_\_\_\_

**Amount Issued in 1<sup>st</sup> Installment:** \_\_\_\_\_

**Amount Issued in 2<sup>nd</sup> Installment:** \_\_\_\_\_

